

Communications Advisor Cover Letter

65183 Anthony Ranch Pammouth, TX 72807-7643

Dear Brooklyn Hermann,

I would like to submit my application for the communications advisor opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for support to the Internal Communications Operations Group to deliver internal communications strategy, policies, processes, and company-wide and Business Unit initiatives.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Independent worker, strong customer focus, team player, highly developed interpersonal communication skills
- Strong bilingualism (English and French), both spoken and written
- Strong computer skills, particularly in MS Word, Excel and PowerPoint
- Event coordination experience is an asset
- Support Change Management for Transformation Office Initiatives
- Champion Change Management and its benefits in the wider organization
- Plan and execute Transformation Office's internal communications
- Support and champion the overall transformation office mission and goals

Thank you for taking your time to review my application.

Sincerely,

Robin Feeney