

Communications Advisor Cover Letter

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Dear Rory Baumbach,

In response to your job posting for communications advisor, I am including this letter and my resume for your review.

In my previous role, I was responsible for communications guidance and support to asset to help promote understanding of business strategy, challenges and opportunities with an aim towards employee engagement and dialogue to improve performance –including a key focus on role clarity.

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:

- Proficiency in language – used daily internally and externally, read, speak and write above average
- Computer literate – used daily, Microsoft Office package & design programs such as Adobe package software (eg InDesign)
- Events planning & facilitating and sport administration
- Photographic skills
- Visitor liaison
- Excellent understanding of sales processes
- Understanding of Lubricant Product line, and sales tools would be an asset
- Demonstrated internal and external customer focus

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Royal Champlin