

Communications Coordinator Cover Letter

2323 Khalilah Squares New Domenictown, TX 08968-1287

Dear Armani Zboncak,

Please consider me for the communications coordinator opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for guidance to unit communicators as needed to help them optimize their social media profiles and grow their influence through their social media activities.

My experience is an excellent fit for the list of requirements in this job:

- Demonstrated knowledge of instructional design as applied to designing and delivering training to staff
- Demonstrated knowledge of educational and training resources
- Experience in teaching applications
- Experience in using Microsoft office applications and their Google equivalents
- Experience in teaching and communicating in-person with customers
- Experience in managing several projects at one time
- Experience in being a self-starter who knows how to communicate up and get guidance while still moving ahead
- Experience in managing facts and figures using excel or the Google equivalent

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Charlie Nienow