

# Communications Editor Cover Letter

46961 Loyd LoafWest Andreland, IN 64889-8252

**Dear Lennox Wisoky,**

I am excited to be applying for the position of communications editor. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for coordination support to the writing of proposals, communications including social media, and supporting / background documents.

Please consider my qualifications and experience:

- Experience with the Adobe Creative Suite (InDesign esp.) preferred
- Exceptional skills for writing and editing
- Experience in higher education and/or large institution fundraising
- Understanding of best practices and metrics for communications
- Expertise in Microsoft Office and SharePoint/MOSS
- Superb multi-tasking and time management skills
- Good project management skills, including working with editorial managers to establish deadlines, manage approvals, contribute to proposed communication plans with key stakehold
- Knowing when to bend or break the rules and relishing the chance to do so

**Thank you for considering me to become a member of your team.**

Sincerely,

Oakley Bashirian