

Communications Editor Cover Letter

3845 Dale Throughway East Elnora, SD 00655

Dear Robin Lockman,

I submit this application to express my sincere interest in the communications editor position.

In my previous role, I was responsible for writing and editing support for ad hoc copy requests, for example from PR, social, customer services etc.

Please consider my experience and qualifications for this position:

- Experience drafting or editing for public relations
- Understanding and experience with content matrices and key message documentation
- Willingness to make connections across many internal departments
- Experience writing direct appeals and producing marketing copy for nonprofits strongly preferred
- Solid project management/production management experience, including working closely with clients and designers and overseeing complex projects
- Strong technical editing skills
- Publications management and technical publishing
- Have a strong attention to detail and quality

Thank you for your time and consideration.

Sincerely,

Spencer Dickens