

Communications Editor Cover Letter

686 Romaguera GlenElbahaven, UT 65985

Dear Landry Wehner,

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

Previously, I was responsible for strategic communications guidance and writing support to the Dean for internal and external communications, particularly on high-priority occasion-specific messages, speeches, papers, and for social media.

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:

- Commitment to Continuous Improvement - Support for the future development of operational communications within DLG to ensure communications remain consistent with organisational culture and meet the demands of operational stakeholders and audiences
- Excellent editing, proofreading and writing skills in French
- Flexible schedule, available to work occasional evenings and weekends as needed
- Rarely sort/file paperwork, lift/carry/push/pull objects that weigh up to 10 pounds
- Excellent idea generator with outstanding writing and storytelling skills
- Excellent line editing skills and innate knowledge of how to concept and execute diverse story types
- Knowledge of primary social channels
- Experience using metrics and data to drive content strategy and decision-making

Thank you for taking your time to review my application.

Sincerely,