

# Community Relations Manager Cover Letter

85097 Leannon WaySamshire, IN 81433

**Dear Gray Nienow,**

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

In my previous role, I was responsible for strategic direction, development, planning, execution and analysis in all aspects of the Community Health Needs Assessment process to meet regulatory requirements and organizational and departmental goals and objectives.

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:

- Proven experience and a strong track record of digital and social content development, narrative development, providing direct communications counsel and support to senior executives
- Direct experience with corporate responsibility communications an asset
- Working knowledge of environmental, social and governance issues
- Demonstrated results for developing successful strategies to improve content engagement
- Superior writing and editing skills with proven experience in developing key messages, narratives, executive messages, talking points, presentations, and briefings documents
- HMO managed care industry
- Account management/sales
- Healthcare delivery system (i.e., long-term care, hospital, clinics, .)

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

Sincerely,