

# Coordinator, Communications Cover Letter

152 McDermott CapeDietrichtown, WY 04565-9641

**Dear Morgan Adams,**

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

In my previous role, I was responsible for communications policies and guidelines to all MSC personnel within the framework of Ascension communications policies and guidelines; Understands and applies Ministry Service Center processes, policies, procedures and internal control standards.

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

- Efficiency in MS Office suite
- Computer and tech-savvy with a passion to learn new technologies
- High learning and problem solving agility
- Health care industry-based experience
- Willingness to work overtime and weekends when necessary
- Coordinate editorial calendar, including serving as secretary for weekly editorial meetings and overseeing follow-up items
- Support coordination of editorial planning and content development for external and internal channels
- Write regular "Kellogg News" stories for the Kellogg website that cover broad, strategic updates about the organization

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Riley Cassin