

Coordinator, Communications Cover Letter

1214 Shields Trail
Hungtown, LA 25437-6000

Dear Spencer Romaguera,

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

Previously, I was responsible for relevant input to Creative Services and Operation and Production units to ensure completion of routine projects within project parameters, including budget and schedule.

Please consider my experience and qualifications for this position:

- Computer applications (MS Outlook, calendars, professional writing, grammar, & PowerPoint)
- Partner with key internal stakeholders with commercial leaders across LATAM
- Work experience in communications, public relations, and/or marketing preferred
- Knowledge and understanding of technology, new trends and the latest in social/mobile innovation
- Community & conversationally focused
- Experience in maintaining and executing an editorial calendar
- Experience in serving as project coordinator for special media relations projects
- Experience in working collaboratively in a team-based environment working independently

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

Sincerely,

Sutton Ritchie