

# Coordinator, Communications Cover Letter

400 Kemmer Square  
New Harveyhaven, ID 60827-6022

**Dear Max West,**

I would like to submit my application for the coordinator, communications opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for oversight to ensure schedule is maintained by tracking progress, monitoring and coordinating subcontractors, ordering supplies, scheduling meetings and processing payments.

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

- Working knowledge of office computing internet browsers and various Internet tools
- Proven success in managing multiple projects, meeting deadlines, adapting quickly to changing priorities, while maintaining great attention to detail and accuracy
- Proficiency in scientific writing and/or story-telling in areas related to arts, humanities and the sciences
- Understanding of current communications mechanisms to include web, social media, and print
- A commitment to celebrating diversity that strengthens the university and to approaching interactions and projects with cultural competence
- Experience in journalism, graphic design, communications, public relations, copywriting or a related field
- Previous retail and/or Contact Centre experience an assets
- Demonstrated knowledge of current communication practices, including social media, digital and print tools

**Thank you for your time and consideration.**

Sincerely,

Ari Rice