

# Coordinator, Communications Cover Letter

6337 Abshire Shoal East Willardside, NM 52094

**Dear River Borer,**

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 support of Henry Ford Medical Group through development, implementation and monitoring of communication plans for all Regions.

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:

- Solid understanding of website and content development
- Experience with HTML, Adobe Creative Cloud, social media scheduling and posting, content management systems, video production, and SharePoint
- MS Office Suite and Adobe Acrobat Professional proficient
- Fast thinker, able to connect the dots and operate within complex and fast-paced environment
- Strong attention to detail – good at planning and organization
- Communicates technical knowledge in a simple, easy to understand fashion
- Able to work in a team environment – strong teamplayer
- Enthusiastic approach and willingness to learn new things

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

Sincerely,

Onyx Grimes