

# Coordinator, Communications Cover Letter

556 King Mission Yundtfort, ND 73129-2124

**Dear Baylor Herman,**

I submit this application to express my sincere interest in the coordinator, communications position.

In my previous role, I was responsible for support by drafting templates for operational related communications (such as policies, procedures and system enhancements).

Please consider my qualifications and experience:

- Comfortable with web based management tools and collaboration technologies
- At least 6 months working in communications, marketing, or related field, or multiple related internships for a recent college graduate
- Demonstrates a working proficiency in organizational communications including writing copy for direct mail or email marketing campaigns
- Demonstrates a working proficiency in web publishing tools and web based facilities including experience developing content for websites and working within web content management systems
- Demonstrates working proficiency with and knowledge of bulk email software/services
- Demonstrates working proficiency in relationship and team management including experience working within creative team(s)
- Demonstrates working proficiency in interpersonal and oral communications
- Experience in higher education student recruitment

**Thank you for taking your time to review my application.**

Sincerely,

Alexis Trantow