

Coordinator, Communications Cover Letter

1165 Owen RapidTortown, NH 36352

Dear Sutton Stoltenberg,

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

In the previous role, I was responsible for guidance and training of faculty, staff, hospital administrators on daily academic appointment matters and on evolving policies and procedures;

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

- Demonstrated knowledge of Statcrew, AP Style, Adobe Create Suite, HTML, MS Office, and inverted-pyramid writing style
- Demonstrated knowledge with the Adobe Creative Suite, including Illustrator, InDesign, and Photoshop
- Demonstrated knowledge of basic graphic design concepts
- Experience in creating and maintaining strong relationships with internal and external stakeholders
- Experience in web editing skills
- Demonstrated knowledge in media placement and graphic design concepts
- Experience in MS Office and Adobe Creative Suite
- Demonstrated knowledge of principles, standards and practices of project management

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

Sincerely,

Shae Tillman