

Marketing Communications Coordinator Cover Letter

4038 Schoen RapidsWeberport, NJ 97813

Dear Morgan Boehm,

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

In the previous role, I was responsible for direct executive communications support, including but not limited to memo, letter and email writing; PowerPoint presentation creation; talking point and speech creation and refinement.

Please consider my qualifications and experience:

- Resourceful and hands-on approach to tasks
- Works well under deadlines - able to work flexible hours
- Well-versed in marketing and communications and project management
- Self-starter able to juggle multiple projects and manage aggressive timelines in a fast-paced environment
- Exhibit advanced organizational skills
- Thrive in high-speed environments
- Works with outside vendors on creative design elements, production
- Interests in business and sports

I really appreciate you taking the time to review my application for the position of marketing communications coordinator.

Sincerely,

Morgan Keeling