

Marketing Communications Coordinator Cover Letter

8192 Jennette PineRolfsonberg, WY 18664-2742

Dear Sutton Littel,

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

In my previous role, I was responsible for hands-on learning experience for all student workers as it pertains to webcasting, statistics, sports journalism and various office duties.

Please consider my qualifications and experience:

- Assist team leaders and project managers in preparing and submitting tenders
- Work with key stakeholders in the business to support the implementation of an integrated marketing strategy
- Manage, monitor and report on the performance of our websites and social media pages
- Input into leads and opportunities, client development strategies and campaigns
- Work with and support the Communications Manager based in Sydney
- Oversee the production of internal and external marketing materials including brochures, press releases, web copy, newsletters and Executive presentations
- Ensure key strategic messages are communicated effectively to target audiences
- Assist the Client Development Lead teams in the coordination and execution of events and functions

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

Sincerely,

