

# Outreach Coordinator Cover Letter

34432 Caleb BridgeGeraldmouth, NM 20606-0050

**Dear Skyler Hilpert,**

In response to your job posting for outreach coordinator, I am including this letter and my resume for your review.

In my previous role, I was responsible for system support, including data entry, reconciliation, and clean-up/correction, report generation, and technical support, etc.

Please consider my qualifications and experience:

- Experience managing and updating websites, while following media relation standards
- Experience with community outreach programs and developing relationships with stakeholders
- Requires excellent written and oral communication skills, thorough knowledge and hands-on familiarity with a variety of computer applications
- Proficiency in Microsoft Office programs (Word, Outlook, Excel, PowerPoint, Publisher)
- Some health care and/or recruitment knowledge/background
- Demonstrated history of strong public speaking skills and an understanding of adult learning principles
- Proficiency with Microsoft Office applications, Google
- Knowledge of the methods, practices, and techniques of marketing and community relations

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

Sincerely,

Zion Tromp