

Outreach Coordinator Cover Letter

338 Cherise LakeWest Elenoraberg, WY 45539

Dear Marion Beatty,

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

Previously, I was responsible for training and documentation to the CMOs in order to enable them to perform their duties in accordance with the Novartis Artwork Process.

Please consider my qualifications and experience:

- Experience in outreach, training or similar educational work
- Preferred Experience having been a Medicaid recipient
- Intermediate Knowledge of medical terminology and/or experience with CPT and ICD-9 coding Some understanding of medical terminology
- Intermediate Other Appreciation of cultural diversity and sensitivity towards targeted populations
- Experience in teaching and/or public speaking
- Successful experience using print and web publishing software such as Adobe InDesign, Photoshop and Illustrator
- Experience with content management systems such as WordPress and Drupal including applications of CSS and HTML to websites and mailing list emails
- Interest in remaining current on political and cultural changes, and significant events occurring in East Asia

Thank you for considering me to become a member of your team.

Sincerely,

Max Crist