

Outreach Coordinator Cover Letter

1890 Maryetta Ridge South Andreasland, AR 83849-3886

Dear Rory Feeney,

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

Previously, I was responsible for administrative support by performing data entry duties, such as; verifying data and preparing documents for input and printing, reconciling system data.

Please consider my qualifications and experience:

- Experience working with diverse audiences and community partners
- Experience working with diverse sectors and leaders
- Understanding of and interest in diverse faith traditions and religious communities and general current knowledge of international relations and U.S. foreign policy issues
- Experience in social media and/or online marketing working with budgets and billing, preferred
- Basic knowledge in using Microsoft Word, Excel and PowerPoint
- Work experience with member outreach in a member services or call center environment
- Work experience with healthcare background or familiarity with medical terminology, HEDIS/QARR and Medicare STARS
- Knowledge of healthcare advocacy activities is preferred

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

Sincerely,

Emerson Bruen