

# PR Coordinator Cover Letter

3642 Jewell LockLake Andreberg, IN 34017

**Dear Lennox Gleason,**

Please consider me for the PR coordinator opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for timely updates to the Head of News/Head of Brand PR & Social Media and key business managers on likely media activity in advance.

Please consider my qualifications and experience:

- Experience in supporting project management including resource management, time management and forecasting
- Exposure in executing and managing ambassadorial programs
- Pro-active and ambitious media relations professional to work alongside the European Media Manager to progress the London media relations programme to the next level
- Adept at information databases/systems
- Support media outreach by pro-actively pitching Company initiatives responding in a timely manner to all media inquiries received by press website
- Provide general assistance to Media Relations Director and Manager
- Highly organized and detail oriented, problem solver and strategic thinker
- Has a passion for lifestyle and beauty news, current events, social media

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

Sincerely,

Shiloh Gleason