

PR Coordinator Cover Letter

9943 Rosenbaum Forest South Thomassenborough, MA 01885-6102

Dear Spencer Mertz,

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 PR expertise to develop and manage ground-breaking PR/ Social media campaigns.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Diplomacy, tact, team support and spirit
- Dynamic, curious, positive and confident with a willingness to learn and grow
- Proficient in all Microsoft Office programs including Word, Excel, PowerPoint and Outlook Calendar
- Practical knowledge of Microsoft Office (Word/EXCEL/PP) and Outlook
- Knowledge on Sarbanes & Oxley (SOX) and common accounting policies and procedures
- Bilingual Spanish/English (verbal & written)
- Organized (establishes priorities), follows instructions
- Embrace the Bare Escentuals philosophy

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

Sincerely,

Hayden Ebert