

PR Coordinator Cover Letter

939 Howard WalkWalterborough, AK 94024-9638

Dear Sawyer Bartell,

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

In my previous role, I was responsible for tactical support for the PR agency, social media and marketing teams.

Please consider my experience and qualifications for this position:

- Mailchimp or Constant Contact
- Photoshop, illustrator, or InDesign
- Handle patient scheduling at the center
- Contacts patient and/or referral source when patient fails to report or cancels appointment
- Worked previously in reservations or a sales team
- Knowledge of PR and Marketing functions relevant to the business MIX of the hotel
- Knowledge of bedroom types and capabilities
- Knowledge of current trends in group management and group's technology

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

Sincerely,

Dallas Carroll