

PR Executive Cover Letter

53399 Green HarborKundebury, NV 69151-0791

Dear Drew Hoppe,

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

Previously, I was responsible for technical guidance to suppliers and hotel/staff and is viewed as a Marketing expert, ensuring the production of quality, cost-effective collateral.

Please consider my experience and qualifications for this position:

- Excellent knowledge of Microsoft Office, Excel and Windows-based computer applications
- Experience assisting with PR events would be preferable
- Good understanding of social media and how to approach key influencers
- Previous work experience is not essential
- Authoring documents or collateral in plain English which is understandable to both experts and non-experts in the defined target group
- Multi-tasking – a rational approach based on clearly prioritising tasks and objectives based on end outcomes, audience dynamics, and the overall project objectives
- Very strong written and flexible communication style – an understanding of ‘tone of voice’ resulting from brand personality, and what this means in a practical sense
- Able to present to multi-level groups of staff and as the perceived expert

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

Sincerely,

Tatum Quigley