

# Presentation Scheduler Cover Letter

82195 Trevor Track Gibsonstad, CO 47298

**Dear Rowan Pollich,**

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

Previously, I was responsible for all scheduling, equipment operation and support necessary to ensure operational readiness of systems and equipment for an average of fifteen (15) VTC sessions per day.

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:

- Schedule short-form assets into IBMS that're not booked through the promo optimisation system
- Exceptional planning, organisation & time management skills
- Flexible 'can do' attitude with a willingness to learn
- A basic understanding of Media Planning or On-Air Presentation concepts desirable
- A passion for television – especially British Programming
- Create coherent and editorially sound transmission schedules and to ensure all timings/durations are exact
- Template maintenance
- Provide a 24-hour service for any problems which occur in transmission that might jeopardise the channel transmission

**Thank you for considering me to become a member of your team.**

Sincerely,

Azariah Rolfson