

Public Information Cover Letter

95629 Dicki FlatsCameronville, MS 47801

Dear Lennon Leffler,

I would like to submit my application for the public information opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for counsel to local Goodwill organizations on public relations, crisis communications and other communication tactics as needed in conjunction with the executive time and Senior Director of Public Relations.

My experience is an excellent fit for the list of requirements in this job:

- Excellent content judgment
- Exceptional communication, interpersonal, verbal and telephone skills
- Demonstrated editing skills, with examples of remastered content to meet client requests
- A valid Texas Class C Driver License is preferred
- Experience working in a lead role, overseeing execution of the media relations, advertising, and marketing functions for an organization
- Experience developing and implementing marketing and advertising strategies
- Experience working in public information, public affairs or communications roles within an organization
- Experience supervising and leading a team of direct reports, to include overseeing employee assignments, performance management, and delivering performance appraisals

Thank you for taking your time to review my application.

Sincerely,

Brooklyn Heathcote