

Public Information Cover Letter

6662 Herman Highway East Jamaalbury, WV 13806

Dear Jordan Hauck,

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

Previously, I was responsible for public relations counsel and coaching to internal business partners – senior management, team and others, as appropriate.

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:

- Experience managing social media for an organization
- Experience in community involvement and representing an organization as spokesperson
- Skill in event planning and coordination
- Valid TX Class C Driver License
- Experience of working in communication or public information in UN or other International organization (s)
- Demonstrated capacity in writing and editing communication and advocacy products related to health and human development
- Demonstrated experience in developing and implementing communication strategies aimed at reaching multiple stakeholders
- Proven experience as media officer and spokesperson, preferably for international agencies or NGOs

I really appreciate you taking the time to review my application for the position of public information.

Sincerely,

Briar Cruickshank