

Public Information Cover Letter

98705 Lakesha RunLake Juniorstad, AR 03316

Dear Ryan Johnston,

I submit this application to express my sincere interest in the public information position.

In my previous role, I was responsible for public Relations thought leadership and counsel to Senior Management on Public Relations trends and issues affecting their operations and key constituents.

Please consider my qualifications and experience:

- Experience supporting the Federal Government
- Knowledge and understanding of system development lifecycle
- Experience working with Federal Information Security Management Act (FISMA) requirements, and National Institute of Standards and Technology (NIST) guidelines
- MS Office Suite (Word/Excel/Visio/Outlook)
- Self-motivated and able to work independently and meet deadlines
- Experienced in gathering data from multiple resources, asking strategic questions, reporting and synthesizing the information for analysis, knowledgeable in research methodologies
- Strong analytical, writing, organizational, and research skills
- Willingness to teach team members how to use, implement, and manage data collection

Thank you for taking your time to review my application.

Sincerely,

Zion Heidenreich