

# Public Information Cover Letter

6088 Tanner Plaza  
Port Rickland, GA 50591-6004

**Dear Bellamy Gleason,**

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

In my previous role, I was responsible for training and public relations leadership and act as a public relations subject matter expert for GMs, Sales Leaders and Managers, and Revenue leaders.

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:

- Proven experience working with different platforms of social media
- Advanced computer skills with MS Office
- Orientation on Webit
- Oracle based software(s)
- Efficient in using internet, emails and social media
- Critical thinking, data analysis, and research skills
- Publishing/book industry experience and knowledge
- Outstanding creativity

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Brooklyn Heidenreich