

Studio Coordinator Cover Letter

37558 Kunze LightWest Sammie, MI 81182-7034

Dear Robin Muller,

I am excited to be applying for the position of studio coordinator. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for office and clerical support, such as setting up and maintaining production schedules, scheduling meetings, initiating correspondence, answering phones, and maintaining production files.

Please consider my experience and qualifications for this position:

- Knowledge and skill in editing software applications
- Strong graphic skills and presentation experience
- Demonstrates a sense of urgency and pace, answers phone quickly, gets visitors to their contacts at studio quickly
- Advanced proficiency in MS Office and Adobe InDesign
- Proficiency with Microsoft Office and Google applications, with a strong emphasis in Excel
- Meticulous attention to detail while balancing multiple projects with changing deadlines
- Working in a high-tech environment and/or supporting high-tempo teams
- Thrives in a relationship-based firm working with other studio coordinators

Thank you for taking your time to review my application.

Sincerely,

Frankie Watsica