

# Studio Coordinator Cover Letter

4775 Funk Mall Omerhaven, SD 00075-0891

**Dear Quinn Romaguera,**

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

In my previous role, I was responsible for level one support for the gambit of Windows desktop, Windows server, Cisco, VMWare, Barracuda, and other popular technologies implemented by today's businesses.

Please consider my experience and qualifications for this position:

- Working with Distributed teams across the globe, different time-zones and cultures
- Experience coordinating budgets and invoices
- Excellent in verbal and written communication skill
- Great curiosity and willing to learn
- A minimum of business level English language skill
- Experience with Google applications, including Google Calendar
- Experience with Microsoft Office, particularly Outlook and calendar operations
- Detail oriented and service focused

**Thank you for considering me to become a member of your team.**

Sincerely,

Landry Hoeger