

Studio Coordinator Cover Letter

5391 Crista ViaductShanahanshire, RI 30647

Dear Denver Hermiston,

I would like to submit my application for the studio coordinator opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for administrative assistance to Production Executive and department as needed with phones, filing, scheduling meetings, etc.

My experience is an excellent fit for the list of requirements in this job:

- Comfortable with heights (ladder and scissor lift use)
- Pallet jack and forklift operation (training will be provided)
- Be able to use or learn how to use power tools
- Communicate with other teams and departments
- Expert at Adobe Photoshop
- High levels of self-motivation as will often need to get work done with little supervision
- Prior experience with proprietary on-line accounting system preferred
- Previous experience working in an Ecommerce studio in a similar role

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Drew Kuphal