

# Studio Coordinator Cover Letter

950 Ernser ThroughwaySmithambury, VA 50767

**Dear Blake Paucek,**

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

In the previous role, I was responsible for computer and office support for all departmental correspondence related to budget review, clinical initiatives, committee meetings, newsletter production and daily operations.

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

- Team player with a positive attitude and great work ethic
- Experience using project management software (Basecamp preferred)
- Experience preparing for video shoots and gear organization
- Experience with misc
- Experience with editing and post-production
- Reliable Vehicle for daily use
- Detail oriented, work flexible shifts, a self-starter, and have a very high level of accuracy
- Operations – Strong Project Management acumen to manage multiple projects

**Thank you for your time and consideration.**

Sincerely,

Briar Herman