

# Studio Coordinator Cover Letter

2316 Torphy VilleBartellton, NV 17179-4152

**Dear Avery Lakin,**

I submit this application to express my sincere interest in the studio coordinator position.

In my previous role, I was responsible for direction on releasing mechanicals using various delivery methods including traditional, automated and web-based methods to both print vendors and directly to publications.

Please consider my qualifications and experience:

- Problem solving skills, a creative mind, and self-motivated
- Attention to detail, product data accuracy is critical
- Excellent analytical skills, able to present and communicate information in a manner that allows informed decision-making
- Confident Excel user, comfortable with large sets of data and spreadsheets
- Knowledge and interest in photography/retouching and lighting
- Experience with web analytic tools preferred but not essential
- Experience with Adobe Photoshop preferred but not essential
- Proficiency in Microsoft Windows and Microsoft Office (Word, Excel)

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

Sincerely,

Casey Treutel