

Visual Coordinator Cover Letter

539 Von PassLanehaven, CA 01961

Dear Marion Kautzer,

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

In the previous role, I was responsible for specialized technical support for digital photography and film equipment and demonstrate functionality, proper connectivity, and best practices.

Please consider my qualifications and experience:

- Proficient use of Microsoft Office programs, including Word, Excel, PowerPoint and Visio
- R) High school graduate
- P) Some college in related studies
- P) – Department store work experience as Store Manager or Visual Associate
- Weekly schedule includes traveling daily to stores and possibly 2-3 nights per week overnight stay in hotels
- Basic understanding of computer skills (email / excel / word / power point)
- Advanced proficiency in Photoshop, Illustrator, In-Design, PowerPoint, Visio, and Smartdraw
- Supporting design and development of new marketing materials—ensure programs are tracked and launched successfully according to schedule

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

Sincerely,

Jordan Roberts