

Visual Coordinator Cover Letter

7402 Alec MountRamonfort, WI 54717

Dear Marion Jast,

Please consider me for the visual coordinator opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for back-up audiovisual support for library events with photography, videoagraphy, or audio and sound assistance.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Basic skills in Excel, PowerPoint and Word programs
- Excellent communication skills, experience teaching, training or presenting to groups
- P) – Dept
- Weekly schedule includes traveling daily to stores and about 2 -3 nights per week overnight stay in hotels
- Contemporary or Luxury experience strongly preferred
- Strong understanding of basic principles of design
- Proficient knowledge of InDesign, Photoshop and Illustrator
- Utilize current production schedule and Workzone Project Tracking tool to track, maintain and meet all deadlines

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

Sincerely,

Shae Murray