

Visual Coordinator Cover Letter

3358 Zieme Villages East Templeport, TN 05599

Dear Lennox Bailey,

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

In the previous role, I was responsible for nSO Photography guidelines & timeline non-professional store photography needs.

Please consider my experience and qualifications for this position:

- Partner with Marketing Specialists to confirm needs for all store signs
- Communicate with printer regarding art file & proofing status, understand and follow all guidelines related to art submission to print vendors
- Proactive communication and follow up with printers and stakeholders to confirm shipments will arrive on time
- Issue purchase orders in a timely manner to keep project on track
- Communicate obstacles or foreseen delays proactively
- Utilize ePro system to order, track items and delivery to stores
- Review shipments for accuracy and quality purposes
- Identify and code co-op purchases appropriately and maintain appropriate backup for audit trail

I really appreciate you taking the time to review my application for the position of visual coordinator.

Sincerely,

Riley Auer