

Lillian Adkins

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August 05, 2014

Grady Owens
Rhoades Studios
345 Bayside Drive
New Cityland, CA 91010
(555) 323-9857

RE: Public Relations Officer wanted

Dear Mr. Owens,

I am writing to apply for the position of Public Relations Officer listed on your company's website. With extensive experience in PR, communications, and marketing, I possess the comprehensive skill set and hands-on understanding necessary to affect positive, overarching outcomes in this role. My attached resume outlines all that I could offer your organization. Here's the overview:

- More than 9 years of experience as a Public Relations Officer focusing on project management, promotional campaigns, corporate communications, and brand/image management
- A Master of Arts degree in Public Relations from the Foxpath Academy of Business
- Technical expertise in Adobe Creative Suite, WordPress, and InDesign
- A proven ability to coordinate with cross-functional departments, including Marketing, Community Affairs, and Business Lines, to streamline PR and communication initiatives

The depth of experience I can offer is a great fit for your team's needs in a Public Relations Officer. I look forward the opportunity learn more about this opportunity and to discuss how I can contribute my strengths at Rhoades Studios. I appreciate your taking the time to review my credentials and experience.

Sincerely,

Lillian Adkins

fb.me/vothanhthienvan