October 6, 2022

John Billings

Hiring Manager

American Organization

45 Beaver Meadow Rd.

Tampa, FL 40333

Dear Mr. Billings,

As an experienced communications professional, I'm very interested in the American Organization's Director of Communications position.

I have a proven track record in almost all the competencies you're seeking. Here are a few highlights:

* Handled a wide range of creative services, collaborating with creative services peers, subordinates, and vendors to produce marketing and other print communications, as well as online communications and video projects.
* Exceptional writing and editing skills honed over the past 13 years in public relations and corporate communications; from press releases to newsletters to video scripts to websites and yes, guest columns.
* Developed and implemented communications strategies for reaching employees and other stakeholders.
* Provided communications counsel and expertise to executives and managers for issues management, benefits communications, and employee relations.

As a recent transplant to Miami, I still own a home in Tampa and would love to put my skills to work back in Tampa. While I really appreciate my current company, colleagues, and boss - I've discovered that living and working in Tampa is where I would rather be.

I will call in one week to follow up and find out if I can answer any questions or provide any work samples. Meanwhile, you can contact me at 442-333-8384 or via email at samjenkins@gmail.com

Sincerely,

Sam Jenkins