

Sample Communications Officer Cover Letter

20 Telegraph Rd
Heraldton NSW 2548

October 20th, 2015

Minnie Presser
Public Affairs Manager
Clean Up! Australia
13 Green St
Meadowville NSW 2435

Dear Ms. Presser,

I am writing to apply for the position of Communications Officer at Clean Up! Australia as advertised recently on SEEK.com.au. I have a long standing interest in environmental issues and have been a long term advocate of local conservation programs. I would therefore welcome the opportunity to work for an organization such as Clean Up! and help contribute to the spread of green messages and practices.

I am fully qualified, with a Bachelor of Communications majoring in Public Relations. I am also well versed in a range of legislation relevant to my role at Council, including environmental legislation. I am an exceptionally motivated and enthusiastic communications professional, with several years' experience in communications and public relations. In my current role as Communications Officer at Morston Council, I create and oversee the writing of media releases, speeches and newsletters, and I handle all media enquiries. I also liaise regularly with Council staff, including the Mayor, to discuss and refine our communication strategies.

I have also been responsible for creating content for the Council's website and expanding our reach through the use of various social media platforms, which have brought us into more direct contact with our constituents. I am experienced in both proactive campaign-driven releases and responsive communications. In a local council such as this one, the need for crisis and risk management through effective communication is vital, and I have displayed a knack for dealing with crisis situations in a prompt and calm manner. I have repeatedly demonstrated grace under pressure and a capacity to juggle competing priorities.

You will find me to be enthusiastic and extremely driven to achieve positive outcomes. I understand well the power of the right message delivered to the right audience at the right time. My written communication skills are excellent, and I am effective and articulate in conducting radio interviews.

My resume outlines my specific qualifications in greater detail as it relates to the position. I strongly believe that I would make an excellent candidate for this position, and I look forward to following up via email over the next few weeks to discuss the timeline for hiring.

Sincerely,

Cody Moore