

Sarah Taylor

sarah@assistingETC.com | 307.340.2245 | 701 13th St. Wheatland, WY 82201

September 21, 2024

Jennifer Erickson, Human Resources
Enterprise Technology Services
2001 Capitol Ave
Cheyenne, WY 82001

Dear Ms. Erickson or whom it may concern,

I am writing to express my sincere interest in the Multi Media Specialist role at the Wyoming Department of Enterprise Technology Services. With a background in digital media, design, and strategic communications, I have thrived in dynamic environments where clear messaging and creative content are essential. I am eager to bring this experience to your team to help strengthen its communications and overall presence.

In my experience, effective communication stems from a deep understanding of both audience and message. I have honed the ability to create engaging, visually compelling materials—whether for newsletters, social media campaigns, or web platforms—by blending a strategic approach with a keen eye for design. My proficiency with tools like Adobe Creative Suite has been instrumental in producing high-quality content that resonates across various channels.

What drives my work is the belief that well-crafted communication shapes perception and builds strong relationships. By collaborating closely with teams and leadership, I have consistently ensured that messaging aligns with organizational goals while speaking to the values and needs of the audience. Managing multiple projects with agility and attention to detail is something I excel at, ensuring every piece of media reflects the best of the organization.

While my previous roles have not been officially titled as Multi Media Specialist, I have consistently taken on these responsibilities and become the go-to person for multimedia tasks. In almost every position I have held, I have naturally integrated multimedia elements into my duties, whether by designing visual content, managing digital campaigns, or producing engaging media materials. This hands-on experience has equipped me with a robust skill set that aligns closely with the demands of the Multi Media Specialist role.

I am genuinely excited about the opportunity to support Enterprise Technology Services in achieving its communication goals. I am confident that my skills, experience, and creativity would be an asset to your team. My adaptability, collaborative spirit, and passion for detail make me a strong fit for the Multi Media Specialist position, and I look forward to the chance to contribute to your team's success.

Thank you for considering my application. I look forward to the opportunity to discuss how my background and expertise align with the needs of Enterprise Technology Services.

Warm regards,

A handwritten signature in black ink, appearing to read 'Sarah Taylor', with a long, sweeping underline that extends to the right.

Sarah Taylor

P.S. I would like to invite you to visit a webpage I have created just for you as a sample of my ability.
Please visit AssistingETC.com/JenniferShouldHireSarah