**HEIDI WRIGHT, MBA**

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May 20, 2021

Rebecca Hodges, Vice President of Corporate Communication

Smith Technology Systems

2452 Jamison Road

New York, NY 10003

Dear Rebecca:

As an experienced public relations professional, I am writing to express my interest in applying for the Director of Corporate Communications position at Smith Technology Systems. I am a successful leader who consistently drives impressive year over year results through dynamic campaigns and the implementation of programs such as outreach, training, and coaching. I have played a decisive role as the principal contributor, implementing crisis management procedures and executing public relations strategies. With my strong background in leadership, as well as my experience developing compelling internal and external messaging, I have established an award-winning record of success.

Throughout my career, I have held positions such as social media specialist and public relations supervisor, and I currently serve as associate director of communications. With more than 10 years of experience, my career has included:

* Creating and implementing crisis management programs that provided instructions on how to successfully mitigate controversies.
* Improving customer service ratings by 20% in six months by developing a customer service training program.
* Supervising all communications on behalf of Regis Technology, locally and nationally, and serving as the primary spokesperson during Hurricane Simon, which enabled me to establish many key relationships with national media and key influencers.
* Earning numerous awards: Distinguished Employee and STAR Employee of the Month.

The accompanying résumé provides an overview of these past achievements, the industries which have positively impacted my career, and the value I will bring to your corporate environment. I look forward to meeting with you to discuss this exciting opportunity further.

Thank you for your time and consideration.

Sincerely,

Heidi Wright

Enclosure