

DESHAUN M. TATE

St. Paul, MN 55106

✉ deshauntate872@gmail.com

☎ 651-111-1111

March 25, 2023

Ms. Dylan Smith
Communications Director
Moston Foundation
123 Carlton Drive
St. Paul, MN 55123

Dear Ms. Smith:

Please accept this letter and accompanying resume expressing my interest in your open position for a communications coordinator. I was referred by Alex Martin, an employee in your development department and a former colleague of mine. I am impressed with Moston Foundation's impact on the local St. Paul community through advocacy, research, and grants to local nonprofit organizations. When I heard about the position, I immediately became excited about the opportunity. I believe that my education, two years of experience in the field of communications, and social media skills make me a highly qualified candidate for this position.

In my current position as a communications assistant at United for a Better Community, I craft communications for distribution across multiple channels, including social media, newsletters, email, and visual presentations. My writing focuses on providing clear, concise information, engaging content, and promoting the organization's mission and brand. I also contributed a section to the 2022 annual report about the impact of coordinated advocacy on increasing the state's health and human services budget for mental health initiatives. One of the most rewarding parts of my day is connecting with partner organizations and learning about the positive impact my team's communications have had on the community.

In addition to my communications experience, I also bring organizational and time management skills that I acquired from my previous experience as an administrative assistant for Children's House. In this position, I interacted daily with the executive director and two associate directors to manage their schedules and ensure that the office ran smoothly. I also started a weekly newsletter to share information about the organization and the daily activities of the children. The newsletter was well received and increased family engagement with the organization.

As a Bachelor of Science in Communications student at Walden University, I am enhancing my cross-cultural communications and digital writing skills. Along with gaining new skills, I am also developing a deeper understanding of the impact communication strategies have on preventing and solving problems.

I would greatly appreciate an opportunity to discuss how I can contribute to your communications department as a communications coordinator and learn more about the position. I can be reached at 651-111-1111 or deshauntate872@gmail.com. Thank you for reviewing my application.

Sincerely,

DeShaun M. Tate

Enclosure (1)