To whom it may concern

Please find attached my completed application form for the role of Communications and Digital Assistant.

Currently, I am employed as a Business Administration apprentice with Wessex Water, where I provide administrative support for the Bristol Avon Catchment Partnership. My duties encompass crafting newsletters, managing digital media, developing project case studies, and documenting minutes during partnership meetings.

I'm would claim to be an extremely conscientious and hardworking individual, with a reputation for reliability and dedication. I thrive in collaborative environments, building strong relationships with colleagues and clients.

In addition to my full-time employment, I am also a musician, and I have successfully expanded my digital presence across various social media platforms. Over the past 18 months, I've significantly grown my YouTube subscriber base to nearly 2000 and achieved a monthly listener following of nearly 400 users on Spotify. This accomplishment is a result of implementing an effective business plan, making informed decisions based on in-depth analytics, and maintaining a strong commitment to continual improvement.

I take pride in my proficiency in media platform analytics, such as Google Analytics, and I often adapt and produce media campaigns based on various analytical reach results. I am very comfortable in using different software packages and CMS systems, including the Microsoft Office suite and Adobe platforms.

My passion lies in crafting captivating multimedia content, both professionally and personally, and driving engagement. With a proven track record in producing compelling videos and managing digital platforms, I excel in delivering impactful media that resonates with target audiences.

I am confident in my communication skills and comfortable engaging with stakeholders on all levels. My genuine long-term interest in history and archaeology has inspired me to apply for this position, as it combines my passion for history with my expertise in digital media, communication reach, and statistical analytics.

For further information, please refer to my online CV available at <https://judedylan.co.uk/cv>.

Thank you for considering my application. I am eager to discuss how my skills and experiences align with the requirements of the role.