



# Dana Harrigan

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## Center for Reproductive Rights

June 30, 2020

199 WATER ST  
NEW YORK, NY 10038

### Job Application for Department Coordinator, Communications & Marketing

To Whom It May Concern,

### Why Center for Reproductive Rights

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The Center for Reproductive Rights' mission has always appealed to me. I wholeheartedly believe reproductive rights are human rights, and I would be excited for the opportunity to help make that a reality for everyone, everywhere. My goal with each change in my career has been to grow professionally, and find ways to contribute positively to my community, and more recently I have been looking to push that contribution further.

### Why Me

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With my 9 years of administrative experience in a variety of settings, I feel confident that I am a great fit for this role. All of my former positions have strengthened my skills with the Microsoft Office Suite, built upon my organizational skills, and grown my ability to function calmly in demanding circumstances. My current position at Emergency Skills Inc. requires prioritizing multiple daily tasks alongside larger projects to ensure everything is completed in a timely and high quality manner. I currently support the Program Manager in scheduling training for prospective and existing clients, creating training and promotional materials, and completing various Training Center administrative tasks.

My current position has been conducted remotely since the NY State PAUSE began in March and my ability to self-direct has proven most helpful at this time. Because of my proven self-starter nature, my superiors still trust in my ability to deliver quality work, with less direct supervision. At my current position I also have had the opportunity to work with and suggest changes for the company's proprietary database, which as someone who enjoys a challenge, has been quite fulfilling to accomplish. Ever ready to take on projects that require research and expand my knowledge, I look forward to the possibilities presented by this position.

### Thank You

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I thank you for your time and consideration regarding this application. I look forward to further discussing the skills I can bring to your organization.

Sincerely,

**Dana Harrigan**