

NICHOLOS PALMER

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Dear Hiring Team.

I am writing to express my enthusiastic interest in Airbnb's **Communications Associate, US Policy** position. As a process-oriented, detailed writer and communications specialist, I am knowledgeable and experienced in supporting communications campaigns and in converting strategy into effective results.

In my recent role as Web Coordinator at the Carnegie Endowment, I handled the digital communications for my organization. This entailed collaborating with numerous internal and external stakeholders to develop and align editorial, marketing and organizational communications strategies and messaging. Not only did I sit in meetings to craft these strategies, I also coded and designed communication materials for web publishing. I worked with Carnegie Endowment's media relations team and executive staff daily to ensure that our digital content represented organizational positions and communication policies.

Having worked in local and state government and in public policy think tanks, I understand the importance of messaging regarding governmental and media relations. As a Legislative Intern in North Carolina State Government, I assisted in brainstorming talking points and explanations for state representatives' voting records and policy positions. Additionally, as an Office Assistant at the Town Government of Chapel Hill, I fielded the main phone line. Consequently, I was the first point of contact for answering and/or escalating the public's questions relating to the Town Council's votes, policy proposal, and legislative agendas. This experience taught me that it's always commendable to lead with facts, data and explanations on how an organization's mission is benefiting the public good.

In short, I can readily bring that same mantra, experience and communications skill to Airbnb. I would appreciate the opportunity to connect and to discuss my qualifications in more detail. Thank you for your time and consideration.

Sincerely,

Nicholos Palmer