



BOBBI SHERIDAN

PROGRAM COORDINATION • PARTICIPANT SUPPORT • CLEAR COMMUNICATION

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Dear Hiring Team,

I am excited to apply for the Program Manager position with the Association of Health Care Journalists. The role immediately stood out to me because it blends the work I enjoy most: supporting people through learning experiences, keeping details organized, and creating clear and welcoming communication.

For more than twenty years, I have led workshops and guided participants through structured learning environments. I prepare materials, coordinate schedules, manage multi step processes, and communicate with clarity from beginning to end. I enjoy helping people feel confident as they move through something new, and I take pride in creating environments that feel steady, thoughtful, and supportive.

I am equally comfortable with the operational side of programs. I like building systems, managing timelines, organizing information, and keeping everyone aligned. I learn digital tools quickly and enjoy the behind the scenes work that helps programs run smoothly and predictably.

What drew me most to AHCJ is the mission to support journalists as they grow in their work. It feels meaningful to help people do their best work by giving them structure, encouragement, and a clear path forward. I would be grateful for the chance to contribute to a program that has such a positive impact.

Thank you for considering my application. I would love to talk further and learn more about the fellowship programs and how I can support your goals.

Warmly,

Bobbi Sheridan