

# Account Assistant Cover Letter

23830 Leonard Stravenue Feeneyfort, CA 59263-8763

**Dear Sam Lehner,**

Please consider me for the account assistant opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for support for office administrative staff, as needed, answering phones, welcoming guests to the office, and coordinating in-office meetings.

Please consider my experience and qualifications for this position:

- Entrepreneurial with high energy and terrific self-reliance
- Comfort with apple and pc
- Experience in Account Payable
- Knowledge in SAT Regulation
- Proficient PC Skills, Microsoft Office, Advanced Excel, Macros
- Understanding of the agency process and department roles and processes
- Foundational knowledge of the client's business, objectives, products and category
- An Assitant Coordinator ready to take the next step and grow in their career

**Thank you for considering me to become a member of your team.**

Sincerely,

Tatum Lemke