

Account Assistant Cover Letter

61567 Lorraine CliffArmstrongton, RI 52635

Dear Dallas Goyette,

I am excited to be applying for the position of account assistant. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for general clerical support to the Office for Diversity and Academic Success in the Sciences main office.

Please consider my experience and qualifications for this position:

- Learn company function and standard operating procedures, data requirements, and associated processes and technologies
- General proficiency in math is preferred
- Aggressive & passion
- Internship or experience within an advertising agency preferred to 6 months experience working on a direct marketing account within in an advertising agency
- Seeks to understand the industry, brands, agency process and the background/objective of an assignment if not explicitly given
- Exhibits poise and professionalism at all times
- Comfortable juggling multiple projects with aggressive timelines
- Eager to learn and be a student of the creative process

Thank you for taking your time to review my application.

Sincerely,

Greer Rodriguez