

# Account Assistant Cover Letter

1904 Weston ThroughwayTerryshire, AL 36272

**Dear Indigo Turner,**

I would like to submit my application for the account assistant opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for support to the Senior Vice President and Chief Strategy Office and multiple executives in the Strategy Office.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Passionate about client service and management
- BS/BA in Advertising or related field
- Highly motivated, self-starter who can handle large tasks without a lot of day-to-day handholding
- Interest in working with purpose-driven brands
- Self-motivation, self-starter, takes initiative
- A hunger for developing professionally and learning the industry
- Personality to build relationships with media, influencers, and clients
- Foundational knowledge of client's business, objectives, products and category

**Thank you for your time and consideration.**

Sincerely,

Briar Adams