

Account Associate Cover Letter

5598 Bernice TrailBotsfordmouth, IN 46065

Dear Emerson Nitzsche,

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

In my previous role, I was responsible for feedback to immediate District Manager, Customer Service and marketing personnel for the development of marketing policy, recommended product and product line revisions as well as pricing changes.

Please consider my experience and qualifications for this position:

- Mastery in PowerPoint & Excel
- Craft presentations for clients
- Understanding of a broad range of media advertising channels from National TV, Local Broadcast, OOH, Print, Display Banners, OLV, Search
- Proficiency with MS Office Suite (Word, Excel, PPT) and proven expertise in complex Excel formulas (V-lookup, pivot tables,) to support budget reporting
- Excellent analytical, quantitative and written/verbal communication skills
- Knowledge of the healthcare, Group Benefits or Pharmacy Benefit Management industry is an asset
- Proficiency in Microsoft Office applications (Excel, Word, PowerPoint, Email and Internet), Access and Contact Management systems preferred
- Product and knowledge of customer applications in the telecommunications market

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Tyler Wiza