

# Account Coordinator Cover Letter

8213 Hassan GlensBretshire, FL 14060-1143

**Dear Gray Olson,**

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

In my previous role, I was responsible for adequate oral and written communications with outside vendors, other team within Visa and providers in general.

My experience is an excellent fit for the list of requirements in this job:

- Proficient with excel or salesforce
- Campaign execution- booking, trafficking
- Knowledge excel and power point
- An interest in media sales
- An internship in the media, agency or network space is a bonus
- Advanced Excel experience, especially if as an analyst
- Curiosity and an interest to learn
- Knowledge of MC400 claims system and and IKA/E-Benefits database

**I really appreciate you taking the time to review my application for the position of account coordinator.**

Sincerely,

Robin Steuber