

Account Coordinator Cover Letter

8056 Jacklyn Forest West Neryville, IA 93212

Dear Royal Williamson,

I submit this application to express my sincere interest in the account coordinator position.

Previously, I was responsible for positive customer service and handle difficult and sensitive issues through excellent oral and written communication skills.

Please consider my experience and qualifications for this position:

- Possesses energy, initiative and drive to succeed in fast paced, dynamic and creative environment
- Proven success in a competitive environment
- Strong work ethic with a self-motivated and determined attitude
- Run daily, weekly, and monthly reports as needed to support sales team
- Advanced knowledge of Microsoft Office programs, specifically Excel and Power Point
- Experience in the development and manufacture of printed items and direct mail knowledge would be an advantage
- Ensures exceptional customer service
- Pro-Active planner and forward thinker

Thank you for your time and consideration.

Sincerely,

Brooklyn Cartwright