

Advertising Assistant Cover Letter

4928 Toccara Hollow Creminmouth, CO 37315

Dear Tyler Schimmel,

Please consider me for the advertising assistant opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for basic secretarial support and coordinate reporting, report distribution and file management for lending officers.

Please consider my experience and qualifications for this position:

- An interest/passion for offline editing
- Comfortable working in attended edits
- Experience in interpreting reports to mine relevant keywords
- Able to adapt and learn new skills quickly
- Strong attention to detail and organizational skills (scheduling, task lists)
- Professional communication skills (excellent interpersonal, written, verbal, and presentation skills)
- Strong skills manipulating spreadsheets
- Experience or exposure to Search Engine Optimization (SEO) - particularly search terms / keywords generation, analysis, and optimization

Thank you for considering me to become a member of your team.

Sincerely,

Drew Goldner