

Advertising Project Manager Cover Letter

87655 Chery GreensNevadabury, NM 74466

Dear Azariah Yost,

I submit this application to express my sincere interest in the advertising project manager position.

In the previous role, I was responsible for news and web content to CoE Web Specialist for posting; coordinate with Web Specialist to review and track web content; update styles and branding as indicated by CoE Drupal theme and UW Boundless branding; enhance existing content with new information, tools and widgets.

Please consider my qualifications and experience:

- Advanced knowledge of Word and Excel Outlook and Internet
- Experience directly communicating with and presenting business updates to high-level clients
- Self-starter, strong attention to detail, highly motivated, creative problem solver
- Thrives in fast-paced, deadline-oriented environment
- Excellent writing and strong/persuasive presentation skills
- Manage schedules and timelines for each project
- Write creative briefs using marketing strategy briefs in order to turn over jobs to creative team
- Manage entire process to ensure jobs are completed accurately and on time

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Shiloh Dibbert