

# Advertising Project Manager Cover Letter

4163 Lemke Crossing  
Grahamport, PA 66980-3839

**Dear Briar Wiegand,**

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

Previously, I was responsible for relevant insight and recommendations to the business in relation to trends and patterns in online sales, traffic and conversion, using a combination of standard reporting packs and ad-hoc analysis via both Adobe SiteCatalyst and Google Analytics.

Please consider my experience and qualifications for this position:

- Be proficient in Microsoft Office especially Excel
- Possess excellent communication, time management and follow-through skills demonstrated via timely and informative communications with all parties including clients, creative staff and vendors
- Be a problem solver who is solutions-oriented, and can anticipate timing issues in the planning process
- Knowledge of FDA and FTC advertising and promotion requirements is preferred
- Detail-oriented and strong proofreading and testing skills
- Quickly acknowledge crisis situations and take timely corrective action
- Work within a team to manage the client relationship and retain and build account revenue
- Communicate with customers proactively via phone, email and in person

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

Sincerely,

Quinn Marvin