

Advertising Sales Assistant Cover Letter

7345 Aufderhar ShoalKassulkeborough, KS 19023

Dear Lennox Quitzon,

I submit this application to express my sincere interest in the advertising sales assistant position.

In the previous role, I was responsible for operational guidance to teams within DBD, such Sales, Strategy and Legal as it pertains to advanced advertising and new media.

Please consider my experience and qualifications for this position:

- Able to analyze data and sales statistics and translate results into better solutions
- Basic computer skills, and experience with the Microsoft Office Suite, with emphasis on superior Excel skills
- Proven results of delivering client solutions and meeting sales goals
- Knowledge of Excel, PowerPoint, Keynote, Salesforce and Media Radar are extremely helpful
- Creating monthly mailing labels for AIA Adv & sending them to appropriate person in different departments
- Help manage the French accounts
- Make all travel arrangements (hotel, air, car service)
- Create monthly corporate meeting deck

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

Sincerely,

Marion Cummings