

Advertising Sales Assistant Cover Letter

57570 Florrie Terrace East Alaina town, OH 59310-0491

Dear Denver Pollich,

In response to your job posting for advertising sales assistant, I am including this letter and my resume for your review.

In the previous role, I was responsible for strategic qualitative information that targets various market segments and retail categories to support cable's inclusion in media plans.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Work with local Traffic department when making revisions, rescheduling missed spots, submitting ad copy, scheduling high profile fixed programming and inventory gridding
- Anticipate changes and improvements
- Work with design, sales team, logistics, managers, marketing, and team members from other departments to ensure the highest quality of materials are being produced and all needs are being met
- Collaborate with sales team to maximize profit by up-selling or cross-selling
- Plan and present reports on account progress, goals, and quarterly initiatives to share with team members, stakeholders, and for possible use in future case studies or training
- Meet all client needs and ensure deliverables are complete according to proposed timelines
- Analyze client data to provide customer relationship management
- Expand relationships and bring in new clients

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

Sincerely,