

# Advertising Sales Assistant Cover Letter

4210 Stanton PlainsLake Joe, PA 62103

**Dear Onyx Jenkins,**

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

In my previous role, I was responsible for audience tracking and trending reports to Ad Sales management through monitoring and analysis of various research database applications.

My experience is an excellent fit for the list of requirements in this job:

- Opportunities to interface with clients and brands
- Organize media and/or edit days, and will coordinate events and entertainment functions
- Long term projects include managing account lists, client mailing/email lists, reading trade papers, competitive and spending reports
- Opportunity to work with marketing teams to managing added value programs once the opportunity is sold
- Write status reports on key accounts as needed, will help organize/edit presentations
- Regularly communicate with team member on upcoming changes
- Work with fellow Account Coordinators as needed to balance workload

**Thank you for your time and consideration.**

Sincerely,

Emerson Bergstrom