

Assistant Account Executive Cover Letter

3878 Eleanore Canyon Binsborough, CO 21662-5591

Dear Casey Reichel,

I would like to submit my application for the assistant account executive opening. Please accept this letter and the attached resume.

Previously, I was responsible for as needed support for updates and upgrades to social media, user generated, and marketing campaign tools.

Please consider my qualifications and experience:

- Curiosity and a voracious appetite for learning
- Self-starter attitude with an eye for anticipating opportunities, challenges and efficiencies
- Basic knowledge of Adobe tools is ideal, though not a requirement!
- Internship or experience within an advertising agency preferred to 6 months experience working on a direct marketing account within in an advertising agency (will also consider someone with experience working in a letter shop or print production company with advertising agencies as clients)
- Computer proficient in Word, Excel and PowerPoint
- Maturity and judgment to represent the agency and client in a polished, intelligent manner
- Enthusiasm for the promotions/advertising/shopper/marketing at the regional field level
- Complete understanding of what "client service" entails

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

Sincerely,

Max Rohan