

Assistant Account Executive Cover Letter

500 Trey Harbors Craigville, PA 50214

Dear Tyler Ledner,

I am excited to be applying for the position of assistant account executive. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for media and billing assistance to Client Strategists, Account Directors, Project Managers and Social Media Managers.

Please consider my qualifications and experience:

- A working knowledge of Microsoft Office, particularly within Excel and PowerPoint
- Comfortable with learning processes and systems
- Confident and flexible style
- Informing nature
- NJ Property & Casualty Insurance Broker License preferred
- Familiarity with basic business principles
- Work well with others in both team and independent environments
- A basic understanding of media and analyst relations and how to use social media in communications

Thank you for taking your time to review my application.

Sincerely,

Rory Weber