

Assistant Account Executive Cover Letter

94866 Wilfredo MillStreichville, MO 44535

Dear Greer Daugherty,

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

In my previous role, I was responsible for and implement innovative, scalable solutions for lead generation such as cold emailing, networking, events, social media, etc.

Please consider my experience and qualifications for this position:

- Learn about a wide range of clients and master the details of our work with them
- Provide client support including preparing client status and activity reports, attending meetings and conference calls, scheduling and logistics
- Assist with research including analysis of online/social media conversations and analysis of media coverage
- Work on several campaigns at once, sometimes under pressure and often on tight deadlines
- Maintain an ongoing understanding of social platform updates, popular social culture and trends, including digital advertising and promoted social content
- Keep up to date with the ever-changing media relations landscape
- Present ideas to colleagues and clients
- Experience with Microsoft Word, Excel, PowerPoint, and media databases

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

Sincerely,

Campbell Emard