

Assistant Account Executive Cover Letter

3726 Nell Well Boyerville, NH 94264

Dear Blake Ritchie,

Please consider me for the assistant account executive opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for ownership of team's social channels and work closely with the Social Media Producer to promote team's work.

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:

- Clear communicator who can articulate points of view/thought
- Problem solver who is comfortable with some level of ambiguity
- Exhibits leadership mindset
- An eye for impactful creative
- Strategic mindset, analytical thinker, and detail-oriented
- A self-starter that works independently and is proactive
- Consistently meet deadlines and monthly deliverables
- Seeks out new tasks that add value to client services and team support

Thank you for taking your time to review my application.

Sincerely,

Indigo Dicki