

Assistant Account Executive Cover Letter

99327 Boris ViewsReicherthaven, IN 67005

Dear Azariah Brekke,

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 value added business building tools including but not limited to Salon Emotion, Summit, Digital and Social Media.

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

- An interest in technology and what is happening in Silicon Valley and beyond
- Attentive and shows interest in advertising
- Creates clear goals, identifies and finds the resources needed to achieve them, and schedules tasks so that work is completed on time
- Carefully plans ahead to ensure tasks are undertaken and time is used efficiently
- Someone passionate about our industry, Clients and Agency
- Positive team player who takes ownership of tasks and who seeks and accepts other responsibilities
- Solid knowledge of the MS Office suite (will be using Excel and PowerPoint frequently, along with Microsoft Teams/Office365)
- Strong interpersonal, organizational and written and oral communications skills, preferably with experience writing proposals or media materials

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

Sincerely,

Peyton Bins