

Executive Associate Cover Letter

13006 Price Drives North Serina, CO 45429

Dear Greer Lesch,

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

In the previous role, I was responsible for training expertise on SLF tools and processes (such as Advisor Site, Sun Life illustrations, New Business processes and In-Force Operations processes).

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:

- A minimum of a High School Diploma/Secondary Education or Equivalent
- Executive level support of a Vice President preferred
- Sales or Marketing support experience is preferred
- Expert in Microsoft office programs (Outlook, Word, PowerPoint, Excel)
- Coordinates the delivery of sold program work by liaising with other team members in Account Services, Creative Services, FED, QA and Campaign Ops
- Independently creates and maintains project schedules for level 1 projects
- Manages internal creative routes via PHQ
- Proactively seeks information to understand campaign objectives and client direction

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

Sincerely,

Peyton Casper