

# PR Account Executive Cover Letter

6314 Bergstrom StravenueJakubowskiland, MO 53985-1784

**Dear Casey Roberts,**

In response to your job posting for PR account executive, I am including this letter and my resume for your review.

Previously, I was responsible for client service administration including preparing client status and activity reports, attending meetings and conference calls, compiling and analyzing media coverage, drafting media and analyst materials, etc.

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:

- Copy-writing, news writing and editing skills with excellent attention to detail
- Motorsport or automotive experience preferable, but not essential
- Researches, outlines, writes, edits and proofreads materials, including media advisories, nutrition collateral, pitch letters/emails, biographies, reports and fact sheets
- Uses Food Processor software
- Coordinates projects and events including inviting media and key health influencers, preparing press kits and mailers, attending events and preparing reports
- Builds a network of traditional and online media and health influencer contacts
- Previous internship(s) and/or placement experience to gain valuable commercial experience
- Are confident creating a range of materials from press releases and social posts to client reports and creative content

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

