

# PR Account Executive Cover Letter

3818 Trantow Cliff South Antony, WV 14298

**Dear Greer Murray,**

I submit this application to express my sincere interest in the PR account executive position.

In my previous role, I was responsible for client service administration including preparing client status and activity reports, attending meetings and conference calls, compiling media and competitor coverage, coordinating press pitching, scheduling and logistics.

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:

- Strong interpersonal, organizational, and written and oral communications skills in order to work effectively with a variety of clients and team members across offices (regional and global)
- General knowledge of current social media tools
- Undertaking research
- Cognizant of domestic and international regulatory compliance laws and regulations related to the supply chain and transportation industry preferred
- Media and/or communications experience at either a PR agency or an in-house team
- S/he genuinely enjoys media relations, has an affinity for project management, and is able to generate creative ideas, take risks and think big
- Experience working with or a passion for food and beverage brands
- Demonstrated understanding of digital and social media and how they work together with traditional media relations

**I really appreciate you taking the time to review my application for the position of PR account executive.**

Sincerely,

