

PR Account Executive Cover Letter

45196 Pollich Viaduct Schinnerburgh, DE 41285

Dear Dakota Bogan,

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

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 tour pitching, scheduling and logistics.

Please consider my experience and qualifications for this position:

- Team-oriented, can-do attitude, and willingness to pitch in wherever needed
- Creativity and integrity—we are a PR agency, after all
- Demonstrated hands-on experience and proven success in media relations
- Knowledge of and interest in broad technology topics, especially business-to-business technology and its implications for business and government
- S/he will have demonstrated experience working for or with technology companies, especially enterprise or B2B tech companies
- Knowledge of social media platforms' features and managing social media accounts on behalf of clients
- Excellent writing skills in at least one language is essential
- Monitor and analyze media coverage and other relevant communications vehicles for clients and prepare reports

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

Sincerely,

Rowan Welch