

18 October 2019

It is with great enthusiasm that I respond to your advertisement for the Graduate Marketing Assistant position as advertised on the Seek. With more than five years of customer service, administrative, marketing and sales experience, my knowledge and skills are an ideal match for this position. I am now ready to enter a career, rather than just another job, and I am excited about the opportunity to apply my skills and knowledge.

Throughout my career, I have undertaken a range of customer support and coordination roles that have encompassed staff liaison, sales promotion, stakeholder communication and document management responsibilities. Indeed, past managers and peers will tell you that I am reliable, attentive to detail, trusted and experienced at providing high quality client service.

I offer a diverse background in the automotive, retail, food supply and adult education sectors and here I thrived on utilising my research abilities to analyse the reasons behind changing trends in a particular market sector and to learn new systems and programs quickly.

My attached resumé provides details of my strengths and career history and I draw your attention to a few highlights:

- ➔ Tertiary qualifications in Marketing and Accounting and skilled in developing sales engagement strategies, identifying areas for change, achieving outstanding customer service levels and consistent customer thanks.
- ➔ Ability to forge relationships and influence positive thinking across teams and departments, with a history of meeting KPIs, being collaborative, resourceful and versatile.
- ➔ Acted as a first point of contact between clients, suppliers, managers and internal stakeholders in order to resolve grievances promptly while mitigating risk to business reputation.
- ➔ Assisted in the development of marketing and communication processes and advertising campaigns to enhance small business growth.
- ➔ Monitored advertising campaign timelines and marketing strategies that included analysing demographics and consumer feedback.
- ➔ Maintained multiple registers and spreadsheets, prepared documents and reports as they pertain to security functions within Company A Australia.
- ➔ Confident communicator, resilience to difficult situations, an unwavering team ethic, approachable and transferable skills of writing, planning, understanding direction and being responsible.
- ➔ Well-developed presentation and negotiation skills by seeking compromise between parties, weighing up options fairly, and coming to a mutually agreeable resolution or solution.

If appointed to this role I will be 100% dedicated to delivering quality service, demonstrating integrity and working with others to achieve any and all team objectives.

Reiterating my enthusiasm for this position, I believe that a personal interview would enable frank discussion on how my communication, sales and customer service experience and motivating interpersonal skills would benefit the wider team. I sincerely hope my application moves through to the next level and thank you for your time and consideration.

Sincerely

Some Guy