

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Promotion Administrative Assistant

Dear Hiring Manager,

I am writing to express my enthusiasm for the Promotion Administrative Assistant position at Acme Corporation, as advertised on your careers page. With a solid background in administrative support and a keen interest in promotional strategies, I am excited about the opportunity to contribute to your team and support your marketing initiatives.

In my previous role as an Administrative Assistant at XYZ Marketing, I successfully coordinated a series of promotional events that increased our brand visibility by 30% over a six-month period. By collaborating with the marketing department, I was able to streamline the event scheduling process, ensuring that all logistics were handled effectively. Additionally, I implemented a new tracking system for promotional materials, which improved inventory management and reduced costs by 15%, allowing for a more efficient allocation of resources.

Furthermore, my proficiency in utilizing digital tools such as CRM systems and project management software has enabled me to organize and manage multiple projects simultaneously, ensuring deadlines are met without compromising quality. I am particularly proud of a recent project where I assisted in launching a digital marketing campaign, which subsequently drove a 20% increase in customer engagement within just a few weeks. My attention to detail and commitment to excellence have consistently allowed me to contribute positively to my team's success.

I am very interested in the opportunity to bring my skills to Acme Corporation and help enhance your promotional efforts. I would love the chance to discuss how my background, skills, and enthusiasms align with the goals of your marketing team. Thank you for considering my application; I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan Taylor