



# JORDAN BORCHERS

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Agency Fifty3  
Denver, CO  
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Dear Hiring Manager,

I am writing to express my interest in the PPC Specialist position with Fifty3. I believe that I am a valid candidate for this role, possessing the necessary skills, knowledge, and experience that will benefit your team. I am eager to maximize my technology and media expertise while working alongside other marketers, executives, and the well-known companies that you represent. I am exceptionally impressed with your company's involvement in furthering the exposure of these companies and admire the authentic methods used in order to build audiences.

At my current organization, I have had the opportunity to work in multiple areas including administrative assistance, personnel coordination, and (presently) communication coordination over the past two years. My involvement has made me exceptionally experienced with creativity, problem-solving, working independently with minimal supervision, and offering excellent administrative support. My reliability of supporting those inside and outside of the organization is a strong suit of mine as I respond quickly to requests and am adept in prioritizing tasks and projects. I approach all of my projects with accuracy and speed for a high quality but also very quick turnaround.

In addition to my administrative experience, I am well-versed with marketing and advertising. With almost four years of marketing experience and six years of visual design experience, I have the intuition to enhance business visibility among given audiences. I have been commissioned to create personal and professional graphics, logos, advertisements, videos, etc. for individual entrepreneurs and professional organizations, including Missions Door, Foothills Bible Church, Campus Ambassadors, and the American Mountaineering Museum. I am a whiz with computers and SEO, and am a very fast learner with new programs. I have an extensive range of experiences and skills with Adobe Suite, Microsoft Office, and Google Analytics. I am up-to-date with WordPress and Square Space, and though I am relatively new to HTML/CCS, I am finding that the learning curve is easy for me and I am excited grow my knowledge and mastery in this area.

Thank you so much for your time and attention to my application. I am eager to become part of your team, and I look forward to hearing from you.

Best regards,



Jordan Borchers

*My design portfolio is available at: <https://jordanborchers.wixsite.com/art-and-stuff>*