

## **Alicia C. Wade**

4 Hawthorne Ct.

Maple Shade, NJ 08052

856-655-6940

[ALICIAWADE2006@comcast.net](mailto:ALICIAWADE2006@comcast.net)

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Re: Associate Program Manager

Dear Hiring Manager:

I am writing to express interest in the Associate Program Manager position. I feel that I would be a great candidate for this position because my experience and qualities will be very instrumental in fulfilling all duties associated with this position.

Throughout my employment with NBCUniversal and Comcast, I have completely established myself as a productive associate with strong work initiatives. I am a self-motivated attentive individual with extensive experience in multi-platform marketing campaigns, promotions and events. On a day-to-day basis I handle multiple projects, assist in the development of integrated marketing campaigns, conceptualize and develop multi-platform promotions for potential advertisers, arrange sponsorships for local and national community events, provide research and administrative support to my team and effectively communicate with clients, vendors, sales representatives, affiliate network representatives, as well as internal and external personnel.

My strong points encompass problem solving, oral and written communication skills, proficient computer literacy and meticulous organization skills. I also promote a very positive upbeat environment, which directly influences the functionality of future team projects. Should you consider me for this position, I guarantee to efficiently execute all tasks set before me and to exceed your expectations.

If I can provide any more information that would be of assistance to you regarding my candidacy for this position, please do not hesitate to contact me at 856-655-6940. Thank you for your time and consideration.

Sincerely,

Alicia C. Wade