

Re: Department Assistant

Hello,

I am writing to express my interest in the TIPS Department Assistant position. I feel my previous experience has groomed me for the position as outlined in your job description. I am currently exploring new opportunities and would be grateful for your consideration.

Throughout my career in sales and marketing I have learned to use and sometimes master a multitude of operating systems, software, and web-based applications. I am an accomplished composer within the Adobe Creative Suite as well as Microsoft Office and I have experience with Google Analytics, and SEO.

I am happy to multi-task and work with a team. I have assisted engineers and product managers during product development helping to bring their complex ideas into real world application. Also, I have assisted sales managers across the globe to customize marketing material to reflect their client's culture and language.

I believe my experience and I could be an excellent fit within your organization. I am teachable and enthusiastic. Please contact me to arrange an interview.

My salary requirements are \$15.00 - \$20.00 / hr

Best Regards,

Rob Montgomery  
1136 Glenn St.  
Philadelphia, PA 19115  
Home - 215-676-8851  
Email - [robertmontgomery720@gmail.com](mailto:robertmontgomery720@gmail.com)  
Web – [www.RSMonty.com](http://www.RSMonty.com)