

STOODY S. STUDENT

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Olga Galenko
Human Resources Manager
Universal Music Group
1755 Broadway #6
New York, NY 10019

Dear Olga Galenko,

I am writing to express my interest in the Paralegal Administrative Assistant position at Universal Music Group. My experiences in client relations, business operations, as well as my strong communication skills and team-oriented mindset make me an ideal fit for this role.

I have years of experience in marketing, artist relations, customer service, and office operations. Therefore, I know what it takes to create an efficient, structured, and forward-thinking workplace. Always striving for improvement, I have assisted in the growth of multiple companies along with my own career growth shown through my recent journey to acquire an Associate Degree in Paralegal Studies.

Throughout my experience, I was direct support to business owners as well as lead on my own campaigns. I maintained consistent communication with managers, label personnel, and artists by providing constant updates on campaign status and media feedback. My writing skills were highlighted through the drafting and editing of catered campaign materials including press releases, email pitches, and talking points for press, to name a few. Many of my positions were for smaller-scale companies and due to the tight-knit environment, I have a strong sense of discipline, self-motivation, and the ability to adapt. Within all my positions, I was able to maintain open communication, take initiative, and drive my role to the next level to become an integral part of the team.

I am confident in my experience as well as my ability to collaborate, assist, and interpersonal skills. My background makes me a strong candidate for the Paralegal Administrative Assistant position at Universal Music Group. Thank you for taking the time to review my application and my enclosed resume. Please let me know if there is any additional information needed. I look forward to hearing from you.

Best,

Stoody S. Student