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Account Executive Cover Letter

[sales@gmail.com](mailto:sales@gmail.com) | 123 Your Address, Boston, MA 02101 | (000)-000-0000

March 20, 2018

Hiring Manager’s Name

Company Address

Company Phone Number

[hiring.manager@gmail.com](mailto:hiring.manager@gmail.com)

Dear (Manager’s Name),

My name is (YOUR NAME), and I am a NASP certified Account Executive with 3 years of experience acquiring clients and managing business partnerships in varying industries, such as radio, TV, and healthcare. Although working at SVC Health has been beneficial to my professional development, I would like to apply for the Account Executive position at (COMPANY NAME). Given its worldwide reputation in retaining business partnerships and workplace culture, I have long aspired to be a part of (COMPANY NAME). Not only is it recognized worldwide as one of the best places to work, its reputation in retaining business partnerships is also well-known in the sales industry.

During my time at SVC Health, I managed overall client satisfaction and worked with four other departments. This required expert negotiation, networking, and customer service skills to ensure the company was meeting the needs of over 500 clients. For a detailed summary of my experience in client acquisition, I’ve included three accomplishments from my resume below:

* Collaborated with four internal teams such as account management, underwriting, clinical, and operations to bring in 5 new accounts within my first 2 months of work
* Utilized presentation skills to deliver quarterly and annual reports to clients on their drug trends and financial performance, ultimately achieving quarterly revenue goals and surpassing Q4 revenue goals by 150%
* Sought out new business partners in Latin America, which led to a 30% increase in the market within first year at the company

(COMPANY NAME) is leading the way forward in cloud computing software, which is a dynamic and rapidly growing market with incredible potential in sales. In addition, I admire (COMPANY NAME)’s commitment to giving employees ample opportunities for growth. I would be happy to contribute my expertise in overseeing accounts at (COMPANY NAME).

Potentially working at (COMPANY NAME) is exciting, and I am eager to discuss the job details further. Please contact me at [PHONE] or via email at [EMAIL] if you need any other information regarding my application. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

[Your Name]

Hello, Job Seeker!

If you’re having difficulty writing your cover letter, **don’t worry.** You’re in good company – everyone struggles to craft the perfect cover letter. For a well-written, compelling cover letter that will help you land more interviews, we recommend [consulting the certified cover letter experts at Resume Writer Direct](https://resumewriterdirect.com/cover-letter/?utm_source=MSWord_CL_Samples&utm_medium=RWD_Link_2&utm_campaign=MSWord_Download_Push).

Or, here’s some excellent resources that might help you complete your cover letter:

* [Cover Letter Builder](https://resumecompanion.com/cover-letter-builder/?utm_source=MSWord_CL_Samples&utm_medium=CL_Builder_Link&utm_campaign=MSWord_Download_Push)
* [How to Write a Cover Letter](https://resumecompanion.com/how-to-write-a-cover-letter/?utm_source=MSWord_CL_Samples&utm_medium=CL_How_To_Link&utm_campaign=MSWord_Download_Push)
* [Cover Letter Examples by Industry](https://resumecompanion.com/cover-letter-examples/?utm_source=MSWord_CL_Samples&utm_medium=CL_Samples_Link&utm_campaign=MSWord_Download_Push)

Oh, and don’t forget, you’re also going to need a winning resume:

* [Free Resume Builder](https://resumecompanion.com/?utm_source=MSWord_CL_Samples&utm_medium=Rez_Builder_Link&utm_campaign=MSWord_Download_Push)
* [How to Write a Resume](https://resumecompanion.com/how-to-write-a-resume/?utm_source=MSWord_CL_Samples&utm_medium=Rez_How_To_Link&utm_campaign=MSWord_Download_Push)
* [Resume Samples by Industry](https://resumecompanion.com/resume-examples/?utm_source=MSWord_CL_Samples&utm_medium=Rez_Samples_Link&utm_campaign=MSWord_Download_Push)