

Account Manager Cover Letter Sample 1

Janice Littleton

175 Oak Farms Lane, Marietta, Georgia, 30211

JaniceL@email.com

811 – 369 – 1147

Mr. Roy Fillmore

Firm of Fillmore & Reech

611 White Fence Road, Marietta, Georgia, 30211

Dear Mr. Fillmore,

I would like to take this opportunity to express my sincere interest in your Account Manager job position. I am a graduate of the University of West Georgia, and hold a Bachelor's degree in Business and Finances. I also have more than seven years of experience in managing, maintaining, and creating relationships with clients, and leading various sales teams. I am a sales-driven individual, with a dedicated, enthusiastic, and methodical approach towards generating contracts and seeking inbound leads.

At my current employer, JD Accounts, I am responsible for expanding and maintaining business relationships with important clients, meeting sales quotas, and accomplishing assigned strategic account objectives. Additionally, I also give regular sales presentations to high-level executives, provide clients with excellent service and support, analyze feedback for improvement, and market research with senior staff.

My achievements at JD Accounts have taught me a lot about leadership and efficiency. During this past tax season, I created an organized filing system that was responsible for increasing the overall profit and productivity within the office. I also had the opportunity to lead a small team of accountants through a training program that focused on strategic relationship building and team work, and that resulted in a 40% increase in new clients, due to our newly implemented practices.

I pride myself on my public relations and communication skills. Having diverse sales experiences has provided me with many opportunities to learn from a variety of consumer situations. Other skills I excel at are presentation skills, computer proficiency, and team management. Additionally, I possess strong sales skills, and have a proven track record of meeting and surpassing sales goals.

All in all, I believe you will find that I can offer you superior negotiation and presentation skills, along with a keen eye for identifying new business opportunities and closing deals. I am eager to bring my valuable work ethic to you and your business. Humbly, I look forward to discussing my candidacy with you further. Thank you for your time and consideration.

Sincerely,
Janice Littleton