

Account Manager Cover Letter Sample 2

Randy Meeks

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811 – 322 -5747

Mr. Grant Turbis

Hillmore Estate Accounting

5220 Apple Gate Avenue, Atlanta, Georgia, 30213

Dear Mr. Turbis,

It with great enthusiasm that I am writing to you today to express my interest in the account manager position you have posted on your company's website. As a graduate of the University of Georgia, I hold an honors degree in Accounting, as well as eight years of experience in this field. Given my professional experience and educational background, I strongly believe it would significantly benefit your company to have me as a team member.

Being employed with Tax-File & Co. has taught me a lot about time management and fostering relationships with clients, new and old. My main responsibilities include understanding the key requirements of clients and developing plans accordingly, coordinating the involvement of other departments to ensure account objectives and expectations are met, and assisting in the planning of financial milestones and performance goals. I also focus on maintaining a high customer-satisfaction rating, and completing assignments in a timely fashion.

During my time at Tax-File & Co., I was able to hone my customer service and relationship building skills through strategically implemented techniques. I am proud to say I have currently developed an impressive foundation of over 50 regular clients, and rank among the top 5% in terms of performance in my district. I have also had the chance to present and share my techniques with others through an annual professional development seminar.

As a very driven individual, I prefer to take initiative in all situations, especially those that involve team work. I am well adept at communicating with all types of people. I truly enjoy working with the public on a social and business level. Being a self-motivator, I have the ability to work and meet deadlines unsupervised, but I take directions well too. Other skills I possess are organizational, analytical, and writing. You will find that I also have a track record of good attendance and punctuality.

My professional skill set and expansive knowledge of this field give me enough reason to confidently believe that I would be a great fit for your talented team. As you read my resume, you will find that I meet every qualification, and have other valuable talents to contribute as well. I am enthusiastic to meet in person and discuss my candidacy with you further.

Sincerely,
Randy Meeks