

ACCOUNT MANAGER

✉ your.name@gmail.com

☎ (XXX) XXX-XXXX

📍 142 Your Address Blvd, City Name, CA XXXXX

[Today's Date]

[Hiring Manager's Name]

[341 Company Address]

[Palo Alto, California 94301]

[(xxx) xxx-xxxx]

[hiring.manager@gmail.com]

Dear [Hiring Manager's Name],

I am very interested in the Account Manager role at Valley Tech. After reading through the job responsibilities, I believe my expertise and experience position me as a perfect candidate for this role. I have at least ten years of experience in sales and consulting, proving my qualifications and background.

I have worked in sales since early in my career, and am knowledgeable in customer-relationship management, sales quota, identifying consumer needs, and conducting quarterly reports. With this background, I am well-experienced in attracting new clients, negotiating agreements, and giving presentations to prospective customers. I made sure I provided excellent service for the best experiences for my clients. In addition, my effective communication and negotiation skills have allowed me to close deals with clients very efficiently, hitting quarterly quotas and exceeding sales regularly.

As a previous Consultant at Legal Genius, I have had experience working with multiple clients and projects at once. It was my job to make sure I developed a strong relationship with my clients, ensuring I understood their needs and was able to negotiate any arrangement. On a regular basis, I manage my client requests, design new marketing strategies and proposals, and facilitate communication on my team. I have been trained in understanding my clients and their businesses very well, addressing their problems by proposing unique and innovative solutions. My role as a Consultant has proven my effective verbal and written communication skills with clients, ability to maintain client relationships, and capability in generating effective solutions on strict time-constraints.

With all the roles I have held, I have developed strong relationships with my clients and regularly exceeded quotas. My ambitious attitude and dedication, along with my trained business background, has allowed me to close deals effectively and manage my client relationships very well. I believe my past clients and associates will be happy to speak on my accomplished performance. With my outstanding skills and experience, I am committed to bringing the best for Valley Tech.

Thank you for your time. I look forward to discussing this further at an interview.

Sincerely,

[Your Name]