ACCOUNT MANAGER COVER LETTER SAMPLES

SAMPLE 1

Dear Hiring Manager,

I found your job listing for an Account Manager on Indeed, and after reading through the job responsibilities, I believe that my experience and expertise make me a perfect candidate for this role. I have over ten years of experience in sales, consulting, and account managing. During this time, I’ve developed a robust skill set that makes me effective in handling clients, supporting projects, and furthering company goals.

Having started in sales, I’m knowledgeable in customer-relationship management, setting sales quotas, identifying consumer needs, and conducting quarterly reports. I excel at attracting new clients, negotiating agreements, and giving presentations to prospective customers.

As a consultant, I gained experience working with multiple clients and projects at once, developing strong relationships with my clients and implementing new marketing initiatives. Currently I manage accounts worth $4.7 million in annual sales. Some of my career highlights have been:

Spearheading new customer service initiatives to increase business volume 150%

* Recovering lost accounts worth $500,000
* Consistently exceeding sales targets by an average of 18%

I would love the opportunity to work at Valley Tech, where the company focus is placed on client satisfaction. In all the roles I’ve held, I’ve fostered communicative and trust-based relationships with clients and exceeded their expectations. With my outstanding interpersonal skills and client experience, I believe that I’ll be an asset to your team. Please contact me at (xxx) xxx-xxxx to further discuss how I can benefit Valley Tech. Thank you for your time and consideration.

Sincerely,

Jude Collins

SAMPLE 2

Ivy Haddington

(123) 456-7891

ihaddington@email.com

May 1, 2018

Dear Hiring Manager,

I'm excited to be applying for the Account Manager position at Cloud Clearwater. With more than seven years of experience in digital marketing agencies, I have developed a strong talent for building trusted relationships with high-value, high-impact clients.

During my previous role at River Tech, I managed a portfolio of more than a dozen clients in the healthcare and consumer goods industries. I strategically coordinated a variety of DTC digital marketing campaigns that consistently delivered results, including over 20 campaigns that averaged a 10% or greater conversion rate. In addition to producing substantial ROI, these campaigns also earned our top pharmaceutical clients multiple prestigious MM&M consumer awards in 2014, 2016, and 2017.

In addition to my experience working with existing client accounts, I was also given the opportunity to assist the business development team with RFPs for new clients in our healthcare vertical. I was responsible for selecting the pitch team, developing our presentation strategy, and spearheading post-pitch follow-up efforts. My efforts earned a 40% win rate, directly resulted in more than $15 million in new accounts, and landed projects with three of our CEO's key strategic account targets.

Thank you for your time and consideration. I'm looking forward to learning more details about the Account Manager position and about Cloud Clearwater. With a proven track record of account success, I am positioned to exceed your expectations for this role and substantially benefit your organization. I'm eager for the opportunity to share more examples of my work and discuss how my talents can be used to benefit Cloud Clearwater's client portfolio.

Sincerely,

Ivy Haddington

SAMPLE 3

Dear Ms. Edith Byrd:

As a successful Account Manager with experience leading teams to generate unsurpassed revenue growth, I am an extremely focused, driven and results-oriented leader. I have extensive skills in the areas of revenue acceleration, market analysis, B2B sales, and development of major marketing initiatives.

I am now seeking the opportunity to utilize my experience for your firm as a National Accounts Manager.

My highlights range from continuously meeting multi-million dollar goals to developing key partnerships. A sample of key contributions includes:

* Generated an average $2.1M in annual revenue.
* Created and maintained the highest producing branch in the company, through development of sales scripts, marketing techniques, and hands-on sales management in order to increase growth. Averaged 50% of company’s total revenue.
* Implemented file quality control measures, increasing monthly sales 18-20% and reduced operating costs by 8%.
* Awarded Manager of the Year for consistently exceeding sales goals.

I am a dedicated consultive sales expert with in-depth knowledge of client relationship management and leveraging sales techniques in order to grow market share. I possess the ability to clearly relate complex solutions to clients. My leadership skills enable me to turn around non-performing teams into profitable units generating new business.

I would welcome the opportunity to discuss my offerings with you in a more personal setting and I have included my contact information for your convenience. Thank you in advance for your consideration and I look forward to our conversation.

Sincerely,

Todd Schwartz

SAMPLE 4

Dear Mr. Coates:

Delivering dynamic presentations, liaising with cross-functional internal teams, and cultivating strong customer relationships are all essential components for a successful account manager. As an award-winning executive with more than 13 years of such experience, I am confident that I would vitally contribute to the success of your company as your next Key Account Manager.

My background consists of numerous achievements in the world of sales and marketing. From prospecting new clients and developing markets to analyzing account activities and coaching and managing teams, I excel at directing all aspects of account management while continually generating new business opportunities. Furthermore, I have regularly been selected over my peers to service large-scale, top-generating corporate accounts in recognition of my outstanding customer service and relationship management talents.

Following are highlights of my qualifications:

* Leveraging outstanding account management and client relationship skills to drive enhanced sales and revenue development in account management roles with Seagull Ltd., Violet Publications, and Fresh Look.
* Consistently ranking at the top level of account executives in performance and goal attainment; increasing business with existing accounts by up to 48%.
* Achieving multimillion-dollar revenue growth and earning numerous awards as well as a promotion to Key Account Manager in 2011 with Violet Publications.
* Recruiting and training successful account teams to generate expanded account services and increased customer satisfaction.
* Utilizing finely honed communication and presentation skills to capture interest and facilitate sales expansion.

With a proven history of skillfully handling major corporate accounts while outperform corporate goals and boosting revenues, I am poised to extend my record of exceptional achievement to your organization. I look forward to discussing the position, and my qualifications, in further detail.

Thank you for your consideration.

Sincerely,

Joy M. Thompson

SAMPLE 5

Dear Mr. Spencer,

I would like to apply for the Accounting Manager position with Armco Industries. I am an accounting professional with over a decade of experience in the field. In my current role as Accounting Manager with Star Telecom I handle the budgetary records receipts and financials for a company of over one million dollars of annual revenue.

I am meticulous and detail oriented. I know the effect a minor mistake can have on the bottom line. I am a consummate professional well-versed in accounting principles. I have handled the accounts of several large corporations and led two successfully through IRS audits. I would enjoy the opportunity to bring my expertise to your company.

I have no doubt that my credentials experience and knowledge will exceed your expectations and make me an ideal candidate for the Accounting Manager position with Armco Industries. Please contact me by email or telephone at your convenience to schedule an in-person interview. I look forward to speaking with you and thank you so much for your time and consideration.

Sincerely,

Keyla Gallegos

Dear Hiring Manager,

I am writing in response to your advertisement for the Accounts Manager position that appeared in the local newspaper today, and would like to present my application for this position. Given my professional experience and educational background, I am confident in my ability to become a key member of your company.

I hold a post graduate degree in Accounting and have a total experience of 8 years in accounting. As an account manager, I am responsible for maintaining and expanding business relationships with strategically important clients, accomplishing assigned strategic account objectives, and meeting sales quotas.

My key job responsibilities include:

* Understanding the requirements of clients assigned to me and developing plans for the development of each client
* Coordinating the involvement of personnel of other departments, including management, support, and service resources, to ensure account objectives and clients’ expectations are met efficiently and timely
* Meeting assigned targets for strategic objectives and sales volume in accounts assigned to me
* Assisting in the planning of financial milestones, performance objectives, and critical milestones for a five-year, three-year, and one-year period
* Maintaining high customer-satisfaction ratings that are in accordance with company standards

Besides my strong passion for sales and a hunger to surpass set targets, I offer to you superior negotiating and presentation skills. In addition, I am adept in identifying new business opportunities and closing deals, two qualities that have allowed me to make significant contributions to my present employer’s growth.

My strong work experience, professional skill sets, and business knowledge give me enough reason to believe that I would quickly fit into your talented and close-knit team. While my resume, enclosed with this application, adequately apprises you about my experience and qualifications, I feel that a meeting between us will give me a better chance to explain in length how I can contribute to your firm.

Sincerely