**COVER LETTER FOR JOB APPLICATION**

**[Today’s Date]**

Dear **[Mr./Ms./Mx.] [Hiring Manager’s Last Name],**

I found your job listing for an Account Manager, 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,

**[Your Name]**