**Stephen Walker** [Street Address] New York, NY 55900 | (555).555.5555 | [Email-Address]

**Today’s date**

Mr. Albert Sullivan

Company name

Address, City, State, zip

Dear Albert Sullivan,

**Re:** Job Ad - Account Executive

Greetings! I’m pleased to introduce myself to you to be considered for the position of account executive as advertised on your company’s website.

I present my attached resume for your evaluation, but bring to your attention that my friendly personality and verbal communication skills can be best demonstrated in a face to face interview. My decade of client discussions and meetings and generating leads for increased business help me project a cordial, energetic persona, inspiring client trust.

My key contributions during my account executive career include:

* Discovering business opportunities and solidifying relationships with new clients.
* Serving as the company’s representative to clients.
* Offering proposals.
* Planning and making presentations.
* Closing deals.

Maintaining superb and lucrative relationships with our suppliers and distributors.

I use accounting and financial analysis to determine productive areas in the sales territory in my assignment, and focus on the strategies which will be of most benefit to the company.

As I said, your meeting me will bring my cover letter and resume to life and I can demonstrate my communication skills in person.

I can be reached easily through my email at [Email Address] or by cell phone at [your cell phone].

At your service,

Stephen Walker