|  |  |
| --- | --- |
| **David Rockwell** | C: (555) 555-5555, H: (444) 444-3333  [Email Address]  [Street Address], New York, NY 55900 |

Today’s date

Mr. Josef Keen, HR Director

ABX Company

Address, City, State, zip

**Re: Account Manager Position, Advertised in The Gold Standard**

Mr. Keen,

I’m sending you the attached resume in response to your ad for an account manager in this week’s issue of The Gold Standard.

After attaining my master’s in Business Administration, I’ve been maintaining high company standards as an account manager for the past 15 years, skillfully negotiating issues that arise, and ensuring customer satisfaction.

I created new opportunities for growth into other business sectors, monitored all information and customer correspondence to ensure expectations for new projects were surpassed, and resolved the infrequent conflicts which arose.

I quickly intervened in situations as required, promoting the continued increase in revenues, while controlling expenditures.

Part of my responsibilities were –

* Supervising sales managers and encouraging sales.
* Monitoring the work of junior managers.
* Regular communication with sales executives.

When assessing client requirements, I developed strategies to maximize profits without their overspending, which appreciation led to recommendations of our company, bringing us new clients.

I am looking forward to attending an interview in your office to further advance our mutual goals. Please be in contact with me in the near future at the above email or phone.

Thank you for your time.

**David Rockwell**

**Enclosure: Resume**