**Robert Smith**

**Account Executive**

**1737 Marshville Road, Alabama, (123)-456-7899, info@qwikresume.com www.qwikresume.com**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

Please accept my application for the position of Account Executive at [XXX Company]. I have been working at YYY as an Account Executive for more than three years that has provided me with the necessary skills required to perform the duties of this role effectively.

Over the past few years, [XXX Company] has emerged as one of the leading advertising firms in the country. XXX's excellent working principles and work culture have been lauded by both clients and employees. An opportunity to work at such a reputable firm would be a privilege.

At YYY, I exceeded the sales targets month after month and was recognized as one of the best performers in the organization. I have become highly skilled in handling a wide range of administrative tasks. Currently, at [YYY Company], I am tasked with the following responsibilities:

* Attend client meetings and prepare client reports.
* Analyze existing trends in the market to set achievable goals.
* Creating strategies to promote new products and services.
* Recognize the client's business needs and propose appropriate solutions.
* Retain existing accounts by regular contact and understanding of their needs.
* Negotiate and close contracts and maintain existing client relationships.

My excellent interpersonal and communication skills have helped me surpass the expectations of my superiors. I possess critical thinking and analytical skills that are needed to anticipate issues and address them. My education and experience have helped me gain a solid understanding of what it takes to perform the role effectively.

Thank you for your time and consideration.

Sincerely,

[Your Name]