James Brown

238 Broadway

New York

NY

United States

To

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Subject- Cover letter for account executive

Dear,

I am attracted to working for [mention the name of the company] and thereby please consider this letter and [mention the bidet] of mine as a job application for the post of [mention the name of the post]. You can see from the resume attached my dynamic and excellent skills as a [mention your designation] in [mention name of your company].

My [mention the number of years] of experience as [mention your position] in finance, sales, human resource management and customer services have helped me build up on my confidence and interpersonal skills that would be highly beneficial to the company. I have had a record of proven positive organizational change, building on strong manpower, spotting talents and managing the responsibility of

recruiting candidates to achieve corporate goals. I have been endowed and executed wide variety of tasks in financial procedures and accounting.

Here are some of the highlights of my experiences-

- My client's success has been a measurable factor for my success
- I'm calm and sort things out when situation is out of control
- I am creative problem solver
- According to me, the best sales leaders are the ones who have expertise knowledge and experience in their field and listen more than they talk.

I would like to accept the chance of working with [mention the name of the company] as a part of its hardworking team. I have included my resume too and I am looking forward to talking more about this in person. I can be contacted at [mention your e-mail id].

Regards,

From

James Brown

[Handwriting signature]

[Mention the correct details]

[Mention here, if there is any post note to be given]