[Your Name]

Address, City, ST ZIP Code | Telephone | Email

Date

Recipient Name

Title

Company

Address  
City, ST ZIP Code

Dear Recipient Name:

I am pleased to apply for the position of the account executive at (name of the corporation/company). I have a previous experience of working as an account executive in (name of the company). I have worked there for (number of years). I have had formidable education in (name of the degree/subject). Thus, I feel confident in my abilities. I consider myself to be fully capable of performing this role at (name of the company).

My responsibilities while working at (name of the company) included working with account planners and creating campaigns, invoicing, working with the creative team on advertisements and meeting up with clients and determining their advertising needs. Moreover, I managed the client’s accounts and presented ideas and costs to them. I always keep the satisfaction of my client a priority therefore, I quickly try to resolve any issue in the best way possible. I constantly strive to maintain a healthy and friendly environment all the time.

I have received my degree in (name of the subject) from (name of the institution). The education I have received has served to be the foundation for my abilities. I have 2 degrees one is bachelor’s in business and the other in marketing. I have studied statistics, media, advertising, communication, marketing, psychology, and business management. The acquisition of these skills has proved to be very beneficial to me. These skills have played an extremely important role throughout my career as an account executive.

I have grown into a polished and knowledgeable individual during my college as well as my professional career. My love for advertising world has also grown with time. This love has made me passionate about this field. This passion has fueled my drive through hard times. It has provided me with the much-required strength and perseverance both at school and at work.

In the last I would like to thank you for considering my application for the post of an account executive at (name of the company). I am looking forward to hearing more about your company as well as about the position. Without taking much of your time I would like to conclude my letter by saying that my previous experience of (number of years) in (name of the company), in addition to the vast knowledge I have, makes me the best suitable candidate for the post. I assure you that if you select me for the position of account executive, I would do my job with passion and complete honesty.

Sincerely,

[Your Name]