**[Your Name]**

Address, City, ST ZIP Code | Telephone | Email

Date

Recipient Name

Title

Company

Address  
City, ST ZIP Code

Dear Recipient Name:

It is a pleasure for me to apply for the post of Account Executive at (Name of the company). My formidable education along with my experience makes me confident in my abilities to perform this role of Account Executive at (name of the company).

During my previous job at (name of the institution) I had number of different responsibilities. I was responsible for meeting with the clients for determining their advertising needs, working with the creative team on several advertisements, invoicing and working with the account planners for creating campaigns. I also managed the accounts of my clients and presented them with ideas and costs. I always kept the satisfaction of my clients as my priority therefore, I quickly tried to resolve any conflicts that arose. I am a person who takes pride in his work and strive to maintain a friendly environment.

I consider my education at (name of the university) to be the sole foundation for my abilities. I did bachelor’s in business as well as in marketing from (name of the university). During my academic career I was fortunate enough to study marketing, advertising, communication, statistics, psychology, media and business management. The acquisition of all these skills have helped me throughout the course of my professional career as an account executive at (name of the company).

I would like to thank you for taking out time and considering my application for the post of Account Executive at (name of the company). I cannot thank you enough for this. I have always liked your company and it would be an honor for me to work in your advertising team. I am looking forward to hearing more from you regarding the company as well as the responsibilities that your advertising team has. I would like to conclude my letter by saying that I feel confident that I am the best candidate for the position of Account Executive due to my education and my experience at (name of the company).

Sincerely,

[Your Name]