**[Your Name]**

Address, City, ST ZIP Code | Telephone | Email

Date

Recipient Name

Title

Company

Address  
City, ST ZIP Code

Dear Recipient Name:

I feel pleasure in applying at your company (name of the company) for the position of Account Executive. I am confident to perform this role of Account Executive due to my past experience of (number of years) in (name of the company) and my formidable education from (name of the university).

When I was performing the role of an Account Executive at (name of the company) I was given a number of different responsibilities. These responsibilities included working with account planners for creating campaigns, invoicing, meeting up with clients for determining their advertising needs, presenting ideas and costs to the clients and managing the account of my clients.

I consider my education at (name of the university) to be the core foundation for my abilities. I have two bachelor’s degrees: one in business and others in marketing. Moreover, during my academic career, I was fortunate enough to study marketing, communication, statistics, advertising, media, psychology, and business management.

My love for the advertising world has grown since the start of my academic career. This passion in me for the advertising world has always fueled my drive even through hard times. It has been the source of my strength and perseverance both at school and at work.

I would like to extend my gratitude to you for your time and for the consideration of my application as a candidate for the position of Account Executive at (name of the company). I am looking forward to hearing more about your company and the responsibilities of the Account Executive at your company. I would conclude my letter by saying that I feel confident in my abilities

Sincerely,

[Your Name]