

John Crow

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Phillip Masters
Hiring Manager
Dayjob Ltd
120 Vyse Street
Birmingham
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31ST March 20XX

Dear Mr Masters

I am writing to express my interest in your vacancy for the Accounts Manager position which was advertised today on the www.dayjob.com website. Being a sales driven individual with an enthusiastic, methodical and dedicated approach to generating contracts and cultivating inbound leads, I feel I would be an ideal candidate for this role. It appears to be one which will not only allow me to thrive, but would also help me to continue developing my already considerable sales and managerial abilities.

Currently I have more than five years experience in managing a portfolio of accounts, cultivating relationships with key clients, and in successfully leading and motivating various sales teams. Having a hunger to exceed targets and a passion for sales, my knowledge of account management is vast, and includes the ability to not only identify and understand a client's business goals, but to also develop plans for each client's development with the aim of helping them to achieve their goals.

In addition to my strong business acumen, I have a track record of making sure that clients are retained for the long term by creating mutually beneficial relationships. I possess strong presentation and negotiating skills, and have a reputation for exceeding sales targets, maximising client reach, and building relationships that are underpinned by strong commercial orientation.

All in all I feel that I would quickly fit into your existing close-knit and talented team and help them achieve the long term goals of your fast growing company.

While my attached resume will give you a strong outline of my abilities, I feel that a personal meeting between us would allow me to explain in greater detail how I can contribute to your organisation.

Thank you for your time and consideration.

Yours sincerely

John Crow