

Account Associate Cover Letter

32116 Dickens FordsSouth Seema, VT 43314

Dear Spencer Haag,

I would like to submit my application for the account associate opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for customized new business pricing guidance to the Retirement & Income Solutions (RIS) business segment in support of new product sales, including GICs, Structured Settlements, COLI/BOLI and Post-Retirement Benefits.

My experience is an excellent fit for the list of requirements in this job:

- Knowledge of Microsoft Office products including Microsoft Word and Excel
- Learn or have knowledge of Outlook email program
- Excellent communication, client service and time management skills
- Be able to accept and immediately implement all coaching, feedback and training
- Strong positive mental attitude
- Fun, competitive spirit
- Fast paced office environment requires handling multiple demands and exercising appropriate judgment as necessary
- This role requires a high energy level

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Stevie Altenwerth