

# **Account Specialist, Client Development Cover Letter**

76002 Bosco PortNorth Julene, CT 76933-5128

**Dear Sam Collins,**

I would like to submit my application for the account specialist, client development opening. Please accept this letter and the attached resume.

Previously, I was responsible for leadership and manage the shared service team implementing new risk technology via partnership with an industry leading Software vendor.

Please consider my qualifications and experience:

- Assist in managing global client relationships with heavy focus on the US including the day-to-day account responsibilities such as respond to and resolve client identified issues
- Leverage NPD solutions and data assets combined with market and industry knowledge to create solution-based analysis with clear proactive insights (the what and the why) and providing action-oriented recommendations (the so what and now what)
- Own weekly US insights recap with focus on client's key competitors and strategies
- Manage US monthly and quarterly on going "key insights" presentations focused on the what, why, so what and now what
- Assist in global quarterly presentations focused broad macro trends
- Attend/record notes of all client meetings
- Support Executive Director with global account plans
- Own internal and client process for product and database coding opportunities

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

Sincerely,

