

Account Specialist Cover Letter

94592 Friesen KeySouth Laurenceport, VT 40692

Dear Shiloh Collins,

I am excited to be applying for the position of account specialist. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for routine account updates and presentations to Managed Markets team, Regional Account counterparts, Sales Management, and HUB teams.

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

- Work with technical staff and other internal colleagues to meet customer needs
- Interest/aspiration to learn, grow and develop
- Preferred a 2-20 General Lines license at a minimum a 4-40 Customer Service License
- Expert in written communication, including Microsoft PowerPoint
- Proactive personality and a self-starter
- Able to recognize and resolve complex problems and customers' needs
- Great energy, work ethic, and positive attitude
- Functional knowledge of Excel, Word, and/or similar products

I really appreciate you taking the time to review my application for the position of account specialist.

Sincerely,

Shae Volkman