

# Accounts Executive Cover Letter

15768 Kunze PathJenaestad, AZ 73609-9124

**Dear Marion Nienow,**

In response to your job posting for accounts executive, I am including this letter and my resume for your review.

In the previous role, I was responsible for expert consultation and assistance services in preparing competitive responses to solicitations and similar business opportunities requiring the preparation of competitive cost responses.

Please consider my qualifications and experience:

- CGI, BCP and HI certified
- Knowledgeable in back office processes and software
- Strong verbal and written communication in English & Mandarin
- GCE 'A' level, diploma or higher in relevant discipline
- Proficient in computer application, , Microsoft Office
- Experienced in providing administrative support to leaders at the top level of an organization
- Proficient in the use of the Microsoft Office Suite products Outlook, Word, Excel, Visio, Photoshop, PowerPoint, Project
- Proficient in the use of general office equipment

**I really appreciate you taking the time to review my application for the position of accounts executive.**

Sincerely,

Tatum Stark