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# Example of Benefits Account Executive Cover Letter

2809 Claud Parkways  
Margrettport, SC 41317

**Dear Tyler Terry,**

I submit this application to express my sincere interest in the benefits account executive position.

In the previous role, I was responsible for support to Senior Brokers in managing larger clients’ insurance, risk management and programs, ensuring the delivery of high-quality servic.

Please consider my qualifications and experience:

* Write the Executive Summary for the Annual Renewal/Marketing report
* Prepare implementation schedule
* Strong computer skills, including knowledge of Excel and Word
* Administrative, clerical and organizational skills needed to manage files and records
* Completion and/or evidence of skills as outlined by Commercial management
* Previous financial services/insurance industry/nonqualified deferred compensation plan experience preferred
* Basic understanding of risk and insurance concepts
* Strong attention to detail in order to proofread spreadsheets and review documents for errors

**Thank you for considering me to become a member of your team.**

Sincerely,

Corey Renner