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# Example of Benefits Account Executive Cover Letter

61832 Littel Radial
North Lesley, IN 73482-5236

**Dear Drew Satterfield,**

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

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

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

* Advanced working knowledge of Microsoft products (Word, Excel, Outlook, PowerPoint)
* Experience of working in a service focused environment
* Accurately sets objectives and goals, develops reasonable and effective process steps to achieve them
* Can work with internal and external business contacts at all levels, capable of negotiating and navigating challenging political situations
* Bilinguism (English-French)
* Existing broker and/or consultant relationships in the marketplace highly valued
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* Valid New Jersey Life and Health License

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

Sincerely,

Sam Dooley