

# Account Advisor Cover Letter

93853 Tyrell CourseEdnaport, UT 85443-3475

**Dear Quinn Marvin,**

I would like to submit my application for the account advisor opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for pre-sales technical expertise and guidance on product decorating solutions, including both equipment and consumables products to new and existing accounts.

Please consider my qualifications and experience:

- Access Customers' needs and advise on various options through to eventual orders and sale of goods
- Contract management responsibility for 1 major account with around 6000 connections and 70 smaller accounts covering approximately 1000 connections
- Carry out Bulk Changes, as requested by major customer
- Process terminal sales and upgrades
- Manage re-pricing of merchants to profitable level where applicable
- Respond to client requests and inquiries across a number of channels in a prompt and professional manner and ensure timely and accurate completion and/or submission of client requests in accordance with carrier guidelines
- Analyze, counsel and recommend coverages, identify and fill coverage gaps, identify cross sell opportunities
- Provide quotations and market proposals to explain and select coverages based on a thorough discovery and needs analysis and prepare applications and submit in accordance with carrier guidelines and timelines

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

Sincerely,