

Associate Account Manager Cover Letter

4339 Botsford Ridgeslvoryton, RI 31049-4668

Dear Sutton Metz,

Please consider me for the associate account manager opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for direction regarding overall service objectives and assignments as defined in strategic plan to assigned HCP Book of Business (BOB) for the assigned Naitonal Account book of business.

Please consider my experience and qualifications for this position:

- Process endorsement requests
- Furnish underwriters with additional information as requested Pursue a program for personal and professional development
- Daily manage the agency interface system (download)
- Write and speak English and Russian fluently
- Provide support to Account Managers and Field Support Specialists as product knowledge and business acumen grow
- Self-driven, results oriented with positive outlook
- Strong initiative/results driven
- Strong working knowledge of CRM and Microsoft Office Suite (Word, Excel, Power Point)

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Stevie Swift