

# Associate Account Manager Cover Letter

1724 Antione SkywayJenaeton, VT 04501

**Dear Cameron Kihn,**

In response to your job posting for associate account manager, I am including this letter and my resume for your review.

In my previous role, I was responsible for direct support to the applicable Account Executive regarding operational improvements, requirements, activities cost and services provided to each assigned client; and monitors and maintains current manual operational processes to ensure reports are getting worked timely.

Please consider my experience and qualifications for this position:

- Make recommendations to department leadership concerning customer pricing, shipping requirements, terms and conditions of sales, and contract and bid pricing, using a basic understanding of market conditions, Dart philosophy, and Dart policies in the decision making process
- Evaluate and make recommendations on field sales requests regarding company expenditures relating to customer promotional and marketing activities, trade show participation, and customer requests for advertising support
- Act as an interface between departments through meetings, telephone contact, and written correspondence
- Learn any relevant computer software used by the department
- Document pricing and other decisions
- Provide support to others in the department by completing a wide variety of special projects as needed
- Passion for automotive consumer journeys & automotive experience is preferred
- Passionate about data storytelling

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

