

Corporate Accounts Cover Letter

9582 Andre Lane East Florentino Mouth, AZ 91190

Dear Blake Lakin,

In response to your job posting for corporate accounts, I am including this letter and my resume for your review.

In the previous role, I was responsible for detailed information on company product lines, employee value proposition, business strategy, job descriptions and more to outside audiences, often through public speaking.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Outstanding communication and listening skills with engaging and confident presentation style
- High level of computer proficiency using Excel, Word, Powerpoint, and Outlook
- Solid healthcare or retail distribution industry expertise preferred
- Scan document batches prepared by AP document prep staff into imaging workflow system using high-speed scanning device
- Maintain storage of these documents according to Corporate records retention policy
- Monitor re-scan queue in workflow system to ensure documents originally noted as illegible have been resolved
- Proficient working knowledge of Microsoft Office, especially Microsoft Excel
- Collaboration and teaming to proactively foster relationships with key stakeholders, economic and clinical decision makers, internal stakeholders

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

Sincerely,