

# Michelle Roberts

## Account Manager

*Sean Merchant  
Hiring Manager  
Dayjob Ltd  
The Big Peg  
Birmingham  
B18 6NF*

*Date: 23<sup>rd</sup> July 2012*

Dear Mr Merchant

Your company recently advertised on the dayjob.com website for a Account Manager. After reading the job description I am confident that I would be a perfect fit for this position as my experience and abilities precisely match your requirements.

Without wishing to sound boastful I feel that I come to you with a background that is unique and distinctive from other applicants. I possess a strong desire to build a career within management and to learn more about the ..... market. I also feel that my expertise on .....products that I am selling coupled with my enthusiasm will allow me to inspire customers to make a purchase. These points coupled with my proven ability to ..... have prepared me well for a position at your company. My core strengths include, but are not limited to the following:

- Continuously developing processes and procedures to improve a departments efficiency.
- Being able to learn from my experiences and keep evolving my approach until goals are achieved.
- An ability to communicate effectively with people from all backgrounds and levels.

For additional information about my capabilities please view my attached resume.

Right now I want to work for a reputable and exciting company like yours where there will be a big stage for my talents. Therefore I would welcome the chance of an interview, where we would be able to discuss in greater detail the value and strength I can bring to your already successful company.

I thank you for your time and I look forward to hearing from you.

Yours sincerely

*Michelle Roberts  
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