

# Manager

# Account

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Susan Jones  
Hiring Manager  
Dayjob Ltd  
120 Vyse Street  
Birmingham  
B18 6NF

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Dear Ms Jones

Your recent advert for a Account Manager caught my attention, and as I appear to be a perfect match for your requirements I am enthusiastically applying for the position.

As a seasoned professional with a rich and varied background in ..... I am more than qualified to make an immediate and positive contribution to your company's operations. I am very confident that the ..... years of experience I have as a manager will make me an ideal candidate for this position. I am a highly talented and award winning professional who in all my previous roles has consistently delivered results to the highest standards. Right now I am employed with ....., in this role I am responsible for ....., and ....., both areas of expertise that you are looking for in a candidate.

As my attached resume depicts, I have plenty of experience of working in a fast paced retail environment, and I firmly believe that your company will greatly benefit from my expertise in the fields of ..... and .....

Bing a solid team player, I can not only work to tight deadlines, but also have plenty of initiative to deal with unexpected problems. I have a consultative approach coupled with a "can-do" attitude, and you can be assured that I will always represent the company in a professional and diligent manner when greeting, meeting, and talking to clients.

I hope that after reviewing my attached resume you will be convinced of my potential and invite me for a interview to discuss my application in further detail.

Thank you very much for your time and consideration, and I look forward to hearing from you soon.

Yours sincerely

Peter McDonald



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