

STEPHANIE BUTLER

PORTLAND, ME 04102

(555)555-5555 | STEPHANIE.BUTLER@MONSTER.COM

DATE

Aug 28, 2026

Dear Hiring Manager,

I am writing to express my enthusiasm for the Account Manager position at Tech Solutions Inc. With a Bachelor of Arts in Business Administration and eight years of experience as a Sales Coordinator, I have developed a strong foundation in account management and client relations that aligns well with your company's mission to provide innovative technology solutions.

In my previous role, I honed my skills in developing and maintaining client relationships, ensuring that their needs were met while identifying opportunities for further engagement. My proactive approach allows me to anticipate challenges and implement effective strategies that drive customer satisfaction. I thrive in collaborative environments where communication is key, as it fosters teamwork and enhances overall productivity.

I am particularly drawn to Tech Solutions Inc.'s commitment to empowering businesses through tailored technological solutions. Your focus on innovation resonates with my analytical mindset and adaptability, qualities that are essential when navigating the fast-paced landscape of technology services. Furthermore, I possess strong organizational skills which enable me to monitor account performance effectively while providing thorough updates to stakeholders.

I am excited about the possibility of contributing my expertise in account management and sales strategy to your team while furthering the growth of both clients and Tech Solutions Inc. Thank you for considering my application; I look forward to the opportunity for a discussion.

Sincerely,
Stephanie Butler