

# Jordan Smith

January 16, 2026

Acme Corporation  
RE: Account Manager

Dear Hiring Manager,

I am excited to apply for the Account Manager position at Acme Corporation, as advertised on LinkedIn. With a proven track record in managing client relationships and driving sales growth, I am eager to contribute to your team and support Acme's commitment to delivering exceptional service and innovative solutions to its clients.

In my previous role at XYZ Solutions, I successfully managed a portfolio of high-value accounts, leading to a 30% increase in revenue over two years. By implementing a tailored communication strategy and proactively identifying client needs, I was able to enhance customer satisfaction and retention rates. One notable achievement was securing a multi-year contract with a key client, which not only solidified our relationship but also positioned our company as a leader in the industry.

Additionally, I spearheaded a cross-functional initiative that improved our account management processes, resulting in a 25% reduction in response time to client inquiries. This involved collaborating closely with sales, marketing, and technical teams to streamline operations and ensure that our clients received timely and effective support. I am confident that my skills in relationship-building and problem-solving will greatly benefit Acme Corporation as it continues to grow and evolve.

I am very enthusiastic about the opportunity to discuss how my background, skills, and certifications align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your team and helping to achieve outstanding results for your clients.

Sincerely,

Jordan Smith