

# Jordan A. Patel

January 16, 2026

Acme Corporation

RE: Entry Level Account Manager

Dear Hiring Manager,

I am excited to apply for the Entry Level Account Manager position at Acme Corporation, as advertised on your careers page. With a strong passion for client relations and a commitment to delivering exceptional service, I believe I am well-equipped to contribute to your team and help strengthen your client partnerships.

During my internship at XYZ Marketing Solutions, I successfully managed a project that involved coordinating between different teams to streamline communication for a major client campaign. This led to a 20% increase in client satisfaction scores, as reported in our end-of-project survey. Additionally, while working as a sales associate at ABC Retail, I consistently exceeded monthly sales targets by an average of 15% by developing personalized relationships with customers and identifying their needs, which I see as a parallel to nurturing client accounts in your organization.

I am particularly drawn to Acme Corporation's innovative approach to account management and your reputation for fostering long-term client relationships. I am eager to bring my proactive problem-solving skills and enthusiasm for learning to your team. I would welcome the opportunity to discuss how my background, skills, and ambitions align with the goals of Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan A. Patel