

To: [Hiring Manager Name]
From: [Your Name]
Current Position: [Your Current Job Title]
Date: [Date]

Dear [Hiring Manager Name],

Please accept this letter as a formal expression of my interest in the **Advertising Account Executive** position within the [Department Name] team. Having spent the last [Number] years as a [Current Title] at [Company Name], I am eager to leverage my institutional knowledge and internal relationships to drive revenue and client satisfaction in this new capacity.

During my tenure in [Current Department], I have consistently demonstrated a strong understanding of our brand's value proposition and client base. My key achievements include:

- [Key Achievement 1: e.g., Increasing retention or hitting a specific KPI]
- [Key Achievement 2: e.g., Managing a high-value project or cross-departmental collaboration]
- [Key Achievement 3: e.g., Technical skill or software proficiency relevant to sales/accounts]

I am particularly drawn to this role because of [Specific Reason: e.g., a specific account the team handles or a new vertical being explored]. My familiarity with [Company-specific software/CRM] and our internal creative workflows will allow me to transition seamlessly into the Account Executive role with minimal ramp-up time.

I am eager to bring my proactive communication style and strategic mindset to the [Department Name] team. I welcome the opportunity to discuss how my background and internal experience align with your goals for the upcoming quarter.

Thank you for your time and consideration.

Sincerely,

[Your Name]
[Phone Number]
[Internal Employee ID/Email]