

**[Your Full Name]**  
[Phone Number]  
[Email Address]  
[LinkedIn Profile URL]  
[City, State]

[Date]

[Hiring Manager Name]  
[Title]  
[Company Name]  
[Company Address]

Dear [Hiring Manager Name],

Please accept this letter and the enclosed resume as a formal expression of my interest in the Entry Level Account Executive position at [Company Name]. As a highly motivated professional with a background in [Your Major or Previous Industry], I am eager to apply my passion for relationship building and strategic sales to help [Company Name] exceed its revenue targets.

During my time as [Previous Role/Internship], I developed a strong foundation in lead generation and client communication. I successfully [mention a specific achievement, e.g., exceeded a quota or managed X number of accounts], which sharpened my ability to identify prospect pain points and present tailored solutions. I am particularly drawn to [Company Name] because of your reputation for [mention a specific company achievement or value], and I am confident that my competitive drive and resilience will make me an asset to your sales team.

I am eager to bring my work ethic and consultative approach to [Company Name] to help expand your market presence. I have consistently demonstrated the ability to thrive in fast-paced environments and look forward to the opportunity to contribute to your ongoing success.

Thank you for your time and consideration. I look forward to the possibility of discussing how my skills align with the goals of your sales department.

Sincerely,

[Your Signature]  
[Your Printed Name]