



Malina Silva

Account Manager

Contact

+123-456-7890

hello@reallygreatsite.com

123 Anywhere St., Any City,

ST 12345

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Educations

BA BUSINESS ADMINISTRATION

*University of Southern
California*

2005–2009

3.9 / 4 GPA

BA BUSINESS ADMINISTRATION

*University of Southern
California*

2005–2009

3.9 / 4 GPA

Skills

Intuit QuickBooks

Oracle E-Business Suite

Negotiation

Critical Thinking

Active Listening

Microsoft Dynamics

Summary

- Attracted an average of 17 new clients per quarter in 2018
- Met all quarterly quotas, exceeding them by 22.5% on average
- Handled up to 27 projects at once, while maintaining a 99.5% satisfaction rate among my clients
- Recognized with “Outstanding Achievement Award” in a company of 500+ people, indicating my innate desire to excel.

Experiences

ACCOUNT MANAGER

Claredon Smith / Los Angeles, CA / 2015–present

- Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam semper rutrum tellus at suscipit. Sed tincidunt, augue eu porta semper,
- Nisl massa sollicitudin dolor, at maximus dolor nunc vel nulla. Donec a pretium diam. Proin in ultricies ligula. Morbi a finibus enim.
- Fusce porttitor justo vel ligula malesuada, eget euismod massa ullamcorper. Quisque quis neque ac tortor.

ACCOUNT CONSULTANT

Legal Genius / Pasadena, CA / 2011–2015

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- Fusce porttitor justo vel ligula malesuada, eget euismod massa ullamcorper. Quisque quis neque ac tortor.

SALESMAN

Didier Sachs / Los Santos, CA / 2008–2011

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- Nisl massa sollicitudin dolor, at maximus dolor nunc vel nulla. Donec a pretium diam. Proin in ultricies ligula. Morbi a finibus enim.

Awards

OUTSTANDING ACHIEVEMENT AWARD 2017, CLAREDON SMITH

2017, Claredon Smith

EMPLOYEE OF THE MONTH

December 2009, Didier Sachs

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Today's Date

Hiring Manager's Name

123 Anywhere St., Any
City, ST 12345

(+123-456-7890

hello@reallygreatsite.com

Dear [Hiring Manager's Name],

I'm writing to apply for the Account Manager at Your Company. I have more than five years of experience managing customer relationships and my professional expertise aligns closely with the responsibilities outlined in your job advertisement.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam semper rutrum tellus at suscipit. Sed tincidunt, augue eu porta semper, nisl massa sollicitudin dolor, at maximus dolor nunc vel nulla.

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Quisque quis neque ac tortor faucibus facilisis sed at ex. Nullam id accumsan arcu. Fusce convallis sem a leo faucibus, vel facilisis diam congue. Proin in feugiat massa. Integer ut tortor nisl. Nunc euismod nisl nibh, nec consequat eros dictum id.

It would be a privilege to discuss your Account Manager position in more detail. I'm happy to come by whenever it's most convenient for you. Thank you for your time, and I'm looking forward to hearing from you.

Sincerely,

Your Signature

Your Name