

February 22, 2021

Ms. Susan Smith
Hiring Manager
US Health Advisors
123 Main Street
Anywhere, IA 50000

Dear Ms. Smith,

I am thrilled to submit my application for the position of Entry Level Account Manager for USHA. Earlier this week, [Name] informed me about this position. The opportunity to help small business owners and self-employed people excites me after being raised in a small family business. Alongside the experience of growing up in a family business, I have served as a team leader for a college-organized mission trip, worked as a bookkeeper at Ulrich Motor Company, and interacted with customers in computing services at Northwestern College. I believe these experiences make me an excellent candidate for the position.

As a major in both Accounting and Business Management, I have learned that technical skills alongside relational skills are extremely important. Both of these skills were on display in my leadership for the Spring Service Partnership to New Orleans in 2021 as I created the travel itinerary for the trip and facilitated times of reflection at the end of each day. I also model this balance of relational and technical skills in my current work as a student technician who fixes campus computers and as a campus ambassador who introduces prospective students and their parents to Northwestern College.

In addition to offering technical and relational skills, I would bring a strong work ethic and flexibility to USHA. As a bookkeeper at Ulrich Motor Company, I completed my bookkeeping duties while assisting with employee technology issues and implementing new technology systems. Shifting between responsibilities and tasks, I learned how to balance multiple issues at once and grew in my work ethic, flexibility, and problem solving capabilities.

I believe my skills, experience, and values are a great match with your company's reputation for serving individuals, families, the self-employed, and small business owners. I am excited about the opportunity to work alongside you. Please feel free to contact me at 641-XXX-XXXX or xxxxx@gmail.com. Thank you for your consideration.

Sincerely,



Teagen Vander Waal