Andrew Cook

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**Today’s date**

Mr. David Green

Greenbacks, Inc.

Address, City, State, zip

Re: Accountant Position, Advertised in Wall Street Journal

Dear Mr. Green,

Concerning your ad in this week’s Wall Street Journal, I would like to submit my resume for the position of accountant at Greenbacks, Inc.

In my 15 years of accounting experience (please see attached resume), I’ve built up a solid understanding of how small and medium sized corporations thrive and would like to use that knowledge on behalf of your company as well. I am able to work equally well with numbers and with people, and have strong time management skills.

These past five years I have been working in general accounting, preparation of financial statements, reconciliations, and monthly closing processes, meeting all deadlines.
I am familiar with all tax laws, keep current with all changes in tax laws, and can advise the rest of the staff how to avoid any infringement. I am comfortable using accounting software, such as QuickBooks and Solomon, and catch on quickly to new programs as well. I am very detail oriented and thorough, while being pleasant to work with.

I’m looking forward to meeting you, answering any questions, and hearing about how I can use my talents and knowledge to contribute to Greenbacks, Inc.’s expansion.

I can be reached at my cell phone all day 123-456-7890 or at [Email-Address].

Sincerely,

Andrew Cook,

CPA