

Hi Susan,

I'm writing to you to express my interest in the Accounting position you have open on your company website with the job ID# 11220. I am a Certified Public Accountant (CPA) and am confident that my experience and skill set would be a great match for this position.

I have a strong knowledge of accounting principles backed by experience I have gained in the last 12 years. In my previous position, I managed the accounting of a financial consulting firm with over \$30 million in revenue. I not only met expectations but exceeded them by increasing cash flow by \$4 million. I helped achieve this by changing our accounts receivable policy and negotiating better contracts. There is more depth on my experience and skills in my resume which I would appreciate you looking over.

I am certain that my experience and skill set would make me a great candidate for this position as well as a great asset to your company. Please give me a call at the number above to schedule an interview at your convenience. I appreciate your consideration and look forward to hearing from you.

Sincerely,

John Smith