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Natasha Smith

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Mr. Jack Williams
Vice-President, Finance Division
5432 Corporate Avenue
Anytown, ST 12345

Dear Mr. Williams:

With this letter, I would like to offer myself for a position with your company as a tax accountant, senior accountant, or senior financial analyst that fully utilizes my 10+ years of experience in general accounting, financial planning and reporting, fixed asset management, payroll and income tax preparation, database administration and information systems management. My résumé is enclosed for your consideration.

For the past three years, I have been a Senior Accountant for [Name of Company] where I have performed general accounting duties, and managed and maintained the Oracle 11i Fixed Assets Accounting module and Oracle database. I have earned the Oracle Certified Associate designation and have hands-on experience finding effective solutions to improve operational efficiency and streamline the accounting process. Recent successes include:

- Developing an Access database report that helps accountants analyze net profits and depreciation. **Result:** Accountants were able to cut the time it took to complete the month-end closing process in half.
- Creating an Access database special query system that enabled accountants to perform quick what-if analysis in order to respond rapidly to changes in particular markets so that profit projections could be realized. **Result:** Received achievement award from [company] for significantly improving operational efficiency and reducing costs.

I have also received certification as an Enrollment Agent (EA), Accredited Tax Advisor (ATA) and Accredited Tax Preparer (ATP), and have experience preparing complex tax returns for a large corporation as well as supervising accounting clerks and other subordinates. I hold degrees in Accounting and Information Systems and Business and Management Science.

I am interested in securing a management position with your company where my abilities and qualifications can be fully applied for our mutual benefit. I welcome an opportunity to meet with you and elaborate on how I can make a substantial contribution to your company's profitability. I will contact you in a week to find out if an interview might be arranged.

Thank you for your time and consideration.

Sincerely,

Natasha Smith

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