

April Jones

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NAME
COMPANY
ADDRESS
CITY, STATE ZIP

Dear NAME:

I am interested in joining COMPANY as TITLE. The enclosed resume outlines my experience and achievements. I will be happy to provide references or further information at your request.

As my resume indicates, I am a recent college graduate who combines training in accounting and business with hands-on work experience. My studies have given me strong analytical and technical skills as well as experience with team projects. I also have worked in a managerial position that required the ability to keep accurate financial records for deposits, inventory, and payroll. This background has taught me how to complete tasks quickly and meet deadlines while paying strict attention to detail. It has also given me the ability to communicate well with people from all backgrounds. I am confident that this combination of skills and experience will make me a valuable member of your team.

I offer you the following qualities:

- **Organization:** Manage time well to meet goals and deadlines.
- **Self-motivation:** Complete tasks with minimal supervision.
- **Personality:** Focused . . . Conscientious . . . Reliable

This summary cannot fully communicate my potential contribution. I would appreciate the opportunity to speak with you personally and answer your questions.

Thank you for your consideration.

Sincerely,

April Jones

Enclosure