

**SAMPLE STUDENT**  
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August 7, 20xx

Human Resource Manager  
ABC Corporation  
1200 West Algonquin Road  
Palatine, IL 60067

Dear Human Resource Manager:

Please accept my resume in consideration of the **Accountant I-Financial Analyst** position, which was posted on your company's website. I believe I am a very solid candidate for this position due to my extensive accounting background. I would particularly like to work for ABC Corporation because of your organization's excellent reputation for innovation and providing exceptional customer service.

As outlined in my attached resume, I have over 10 years of experience in both accounting and financial functions. This experience includes working with Fortune 500 clients to ensure compliance, generating payroll, compiling tax reports for both US and international clients, and preparing month-end closings and financial reports. I also have very strong computer skills in QuickBooks and Excel.

In addition to my accounting and technical skills, my interpersonal and communication skills have allowed me to become a resource and successfully complete projects with other departments. In addition, I am self-motivated, reliable, and possess excellent time management, administrative and customer service skills.

I look forward to an opportunity to discuss this position with you. Please contact me at your convenience if I can provide further information about my qualifications or to answer any questions. Thank you for your time and consideration.

Kindest Regards,

Sample Student