

[Experience Four Paragraph]

Mary Brown
123 Mary Street
New Town, IL 60004
Cell: (555) 765-4312

October 10, 2011

Bob Green, Hiring Manager
Accounting Department
ABC Company
1234 Money Drive
Chicago, IL 60602

Dear Mr. Green:

I am applying for the position of Accountant, as advertised October 3, 2011 on Chicagojobs.com. With over twenty years experience in accounting/finance and a strong educational background in business, accounting, and computers, I believe I could make a significant contribution in helping your organization achieve its goals and objectives.

As an example of my most recent accomplishments, I designed and implemented a financial reporting system that accurately reflected profit/loss in a timely manner which, in turn, provided valuable decision-making information. In my most recent position, I handled the financial statements for a multi-million dollar corporation as well as all aspects of the business banking division.

Because financial statements, communication, and team work are all key components of a successful business, I believe my expertise in these areas would be of particular value in meeting the challenges of this position. Also, as a result of managing a team of six junior accountants in our office for the past several years, my leadership skills would be instrumental for this senior level accounting position.

The enclosed resume summarizes the full range of my skills and qualifications. I would appreciate the opportunity for a personal interview to discuss this position and my qualifications in more detail. I look forward to hearing from you and can be reached at (555) 765-4312 or by e-mail at bob.grn@email.com. Thank you for your consideration.

Sincerely,

Mary Brown