

Kaylee Jada Washington

15 Chestnut Boulevard, Goldstream, CA 94336 • Phone: 308-555-8752 • Email: kjwashington@world.com

April 19, 2017

«AddressBlock»

«GreetingLine»

I am writing in response to your advertisement for the «Position» position at «Company_Name». I will graduate in May from Eureka Falls College with a bachelor of science degree in business, with a major in accounting and a minor in quantitative methods.

My coursework and experience make me an ideal candidate for this part-time position. As shown on my accompanying resume, I have firsthand experience with many financial duties, including payroll, inventory, receivables, invoicing, reporting, auditing, credit checks, and forecasting.

I am confident I will be a valuable asset to your staff. I look forward to the opportunity to meet with you, «Title» «Last_Name», to discuss my qualifications and potential employment with «Company_Name».

Sincerely,

Kaylee Washington

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April 19, 2017

Ms. Lana Canaan
Morgan Industries
22 Chambers Lane
P.O. Box 22
Goldstream, CA 94336

Dear Ms. Canaan:

I am writing in response to your advertisement for the staff accountant position at Morgan Industries. I will graduate in May from Eureka Falls College with a bachelor of science degree in business, with a major in accounting and a minor in quantitative methods.

My coursework and experience make me an ideal candidate for this full-time position. As shown on my accompanying resume, I have firsthand experience with many financial duties, including payroll, inventory, receivables, invoicing, reporting, auditing, credit checks, and forecasting.

I am confident I will be a valuable asset to your staff. I look forward to the opportunity to meet with you, Ms. Canaan, to discuss my qualifications and potential employment with Morgan Industries.

Sincerely,

Kaylee Washington