

[Experienced Three Paragraph]

Mary Brown
123 Mary Street
New Town, IL 60004
Cell: (555) 765-4321

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. By communicating this information to the owners and managers, we were able to collaborate and resolve any issues of concern and increase profits by 25% in the first quarter. 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.

The enclosed resume summarizes the full range of my skills. 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