Jane Doe

123 North Alaska Avenue

 Palmer, Alaska 99645

January 11th, 2019

Ms. Holly Moneybags

Chief Executive Officer

Pillar Resources

2017 Happy Cash Road

Anchorage, Alaska 99502

Re: Application – Bookkeeper

Dear Ms. Moneybags:

Please consider my application for the Bookkeeper position with your organization. I am uniquely qualified because I have been the main bookkeeper for a small business for the past several years. Working for a small company has allowed me to have experience in every area of bookkeeping. I am responsible for all accounts payable, accounts receivable, expenses, banking, and payroll. I am recommended by Mrs. Berberich, the head of the accounting department at UAA Mat-Su campus.

I recently graduated from the University of Alaska with an associate’s degree in accounting:

I completed my courses while working as an administrative assistant at Recon, LLC. I started with accounts payable and gradually was given the reigns on all bookkeeping for the company while maintaining a 4.0 GPA. Before I decided to work in the accounting field, I worked for several years in different caregiving positions. These jobs helped me fine tune my skills of working well with others while creating and maintaining a pleasant work environment.

I understand the need to work hard, to be trust worthy, punctual, and loyal. I am good at receiving feedback, listening to and heeding instruction, and taking initiative where needed. I value a welcoming work place and am generally positive no matter the task at hand.

I am confident that with my motivation, skill, attention to detail, determination, and ready smile, I would be a valuable asset to your team. I have attached a professional resume that provides an overview of my education and work experience and would look forward to the opportunity for an interview. I will be happy to provide any additional information that you require. I can be contacted at (303) 669-2152; also, I will contact your office to follow up on this application. Thank you very much for your consideration.

Sincerely,

Jane Doe

Attachment: Professional Resume