

2440 Windom Way, Apt. 34
Los Angeles, CA 90063
June 29, 20—

Ms. Stephanie Nolan
Manager, Auditing Staff
Nolan Henry O'Leary Public Accountants
1410 Granada Avenue, 7th Floor
San Francisco, CA 94115

Dear Ms. Nolan:

Meagan Gerena at Smythe and Associates indicated that you are interested in hiring an accounting graduate who has some experience in the field. My degree and special interest is in Accounting/ Information Systems. Please consider me for a place on your well-respected auditing team, which was recently named by the *San Francisco Business Reporter* as one of the Top 10 auditing firms in the greater San Francisco area.

During the last two years, I have worked for a CPA firm where I was able to develop a wide range of accounting and accounting-related skills. My responsibilities included:

- Performing full-charge bookkeeper duties, such as opening, posting, and closing the books; completing federal and state corporate tax returns; and creating templates using Excel.
- Assisting a consultant in upgrading software for a customized accounting system.
- Creating a procedures manual that identified common operating, maintenance, and troubleshooting situations that could occur between the two operating systems and providing directions and steps for reconciling those problems in a timely and cost-effective way.

During my senior year at the University of Los Angeles, I had the chance to lead an internship research team. We studied the operations of a local accounting firm, accompanied its auditors to several client sites, and assisted in the audit of a small retail store. These experiences cemented my interest in auditing as a career field.

I am confident in my ability to make a positive contribution to Nolan Henry O'Leary Public Accountants and am enclosing a copy of my resume for your review. I will call you next week to request an appointment, or you may reach me at 213-555-0156. Thank you for considering my request. I am looking forward to meeting you.

Respectfully,

Juan Tejada

Juan Tejada

Enclosure

cc: Meagan Gerena, Smythe and Associates

Networking Cover Letter