

JANE E. DOE, CPA

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October 15, 2013

Mr. Lawrence Jones, Vice President of Human Resources
Conveyors International
24517 Orson Drive SE
Philadelphia, PA 19101

Re: Opportunities as Director of Accounting or similar position

Dear Mr. Jones:

As an experienced Certified Public Accountant (CPA), I am eager to take the next progressive step in my career. I am writing to inquire of your need for a management leader in accounting (Director of Accounting or similar position). It has long been a career objective of mine to work for a global manufacturer such as Conveyors International. I am currently the Accounting Manager at Pallet Manufacturing, a national manufacturer of wooden pallets here in Philadelphia. With my financial management expertise, leadership skills, and accounting experience, there is a strong likelihood I would quickly become a valued member of your management team.

Working as a key player on the management team at Pallet Manufacturing, I have regularly been recognized by executives for outstanding leadership in helping the company achieve both short- and long-range goals. As a top performer, with experience in accounting and management, I have the knowledge and expertise to explain accounting procedures and reports to other members of the management team (accounting/manufacturing regulations and ISO standards). My enclosed résumé highlights my contributions and accomplishments in the areas of ISO 9001:2008 certification, regulatory audits and compliance, strategic planning, and general accounting. My accomplishments in the résumé will speak for themselves.

My success is due to a passion for quality and excellence, accounting, and a willingness to confront and conquer tough challenges. For example, Pallet Manufacturing is poised for growth, via global expansion, and the first critical step toward that growth is completing ISO 9001:2008 certification. When promoted to Accounting Manager, I was also selected to a leadership role (assigned by the executive team) to become a member of the newly formed ISO team. Although I was less experienced than the other members of the management team, my performance merited the promotion, and I had clearly demonstrated my strong desire to participate in the global expansion of Pallet Manufacturing.

I have exceptional organizational skills and a keen eye for detail. My strengths lie in leading cost accounting functions, building a quality financial team, and working with senior management. You will find that I am very skilled in accounting principles (strong knowledge of GAAP) in addition to excellent managerial skills. To reinforce my management experience, I am planning to pursue CMA (Certified Management Accountant) certification within the next 18-24 months.

I am eager to begin contributing to the bottom line of Conveyors International. I welcome the opportunity to explore my potential with you. Thank you for your consideration; I look forward to speaking with you soon.

Sincerely,

Jane E. Doe, CPA

Enclosure: Résumé