

James Sharpe
18 Central Park Street
Anytown, NY 14788
516-555-1212

February 5, 2004

Phillip Smith
HR Manager
ABC Corporation
1 Industry Plaza
Anytown, NY 12096

Dear Mr. Smith:

Rd: File No. 213

I have nine years of accounting experience and am responding to your recent advertisement for an Accounting Manager. Please allow me to highlight my skills as they relate to your stated requirements.

Your Requirements

A recognized accounting degree plus several years of practical accounting experience.

Excellent people skills and demonstrated ability to motivate staff.

Strong administrative and analytical skills.

Good oral and written communication skills.

My Experience

Obtained a C.A. degree in 1982 and have over four years' practical experience as an Accounting Manager.

Effectively managed a staff of 24 including two supervisors.

Assisted in the development of a base reference library with Lotus 1-2-3 for 400 clients.

Trained four new supervisors via daily coaching sessions, communication meetings, and technical skill sessions.

I believe this background provides the management skills you require for this position. I would welcome the opportunity for a personal interview to further discuss my qualifications.

Yours truly,

James Sharp

