

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

February 5, 2010

Emily Johnson HR
Manager ABC
Corporation 1
Industry Plaza
Anytown, NY 12096

Dear Ms. Johnson:

Please accept this letter as application for the Cost Accounting Supervisor position currently available with your company, as advertised in the Anytown Telegram (Sunday, February 1st). My resume is enclosed for review and consideration.

I offer a solid financial background and education, as well as extensive practical experience in financial applications of automated systems and Lotus software. My experience includes monthly financial analysis/reporting and interfacing with accounting and administrative management. Additionally, I am experienced in upgrading and maintaining an ADP D2000 microcomputer system. I am confident that with my abilities I can make an immediate and valuable contribution to ABC Corporation.

I look forward to hearing from you in the near future to schedule an interview at your convenience.

I hope to learn more about your corporation's plans and goals and how I might contribute to its continued success.

Best regards,

James Sharpe