

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

February 5, 2004

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 1<sup>st</sup>). 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