

Date

Mary Rider
Gottschalks
1122 Chalk Blvd.
Los Angeles, CA

Dear Ms. Rider,

The World Review Newspaper is currently running your ad for a Junior Accountant to service a small accounting department within Gottschalks. You will find my background and experience directly applicable to your accounting needs and I have enclosed my resume for your review.

Over the years, I have developed and completed three internships in accounting departments in Northern and Southern California. In the last internship, I developed an efficient accounting information system for a small manufacturer. In order to develop this system, I performed a cost analysis and constructed a budget using an IBM Mainframe and Macintosh Personal Computer. In my first internship, I performed all aspects of a major audit under extremely short deadlines. Basic accounting principles come easy to me and I am extremely accurate in all my transactions.

Please contact me at the address and phone number below. I look forward to hearing from you. I am geographically mobile and am willing to begin employment immediately.
Thank you for your consideration.

Sincerely,

Randy Ohlway
1123 Hoffer Ave.
Chico, CA 95926
(916) 343-5678