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Your Name

John Smith, Director of Human Resources
Bradley and Smith
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000-000-0000
jsmith@bradleyandsmith.com
<http://www.bradleyandsmith.com>

Jan. 24, 2010

Re: Accounting Manager/Specialist Position

Dear Mr. Smith

It is my pleasure to respond to the recent notification of the Accounting Manager/Specialist position with Bradley and Smith. This letter is to introduce myself and discuss how my training and experience correspond with the qualifications necessary for this position.

I have extensive experience managing several trucking firms. I am well versed in maintaining accounts receivable and payable, billing, payroll, bookkeeping and bank reconciliation. I have provided payroll for more than 100 W2 and 1099 employees. I'm fluent in:

QuickBooks Enterprise, Premier and Pro editions; ADP; Paychex; Profit Tools – Dispatch System; Microsoft Word; and Microsoft Excel

I have also worked with:

**COBOL II; CICS; DB2/SQL; TSO; ISPF; JCL; Endeavor; Panvalet; Expedito;
Hogan CAMS Bank Card System; Dun and Bradstreet Human Resources/Payroll
Modules; CYBORG Human Resources/Payroll Modules**

In other positions, I designed and wrote the program and implemented the original 401K plan for Waste Management, led the design and implementation of a new cardholder fraud prevention process, and supported the conversion of five million credit card accounts to the new cardholder system.

I am very interested in a position with your company where I may contribute to its overall success in a proactive manner. Please find enclosed my resume for further consideration. I welcome an opportunity to meet with you to further discuss my candidacy. I can best be reached at (847) 555-5555.

Best regards,

Your Name

Encl: resume