

222 Main Street
Anytown, PA 18888

August 1, 2006

Ms. Charlotte Campbell
College Relations Coordinator
KMPP, Inc.
1122 Finance Center
Philadelphia, PA 22222

Dear Ms. Campbell:

My goal is to be a junior auditor within the prestigious firm of KMPP, learning and implementing the best practices within the profession of accounting. I have enclosed my resume for your review, and hope you will find that my background and experience are directly applicable to your needs.

I have completed internships and summer employment in the accounting departments of a small business, a non-profit organization and within a CPA firm. During that time, I developed an efficient accounting information system for a small manufacturer, performed a cost analysis, constructed a budget using an IBM Mainframe, and assisted in all aspects of a major audit under extremely short deadlines, gaining evaluations of "outstanding," from internship supervisors.

I hope to hear to from you to discuss how I can become a valued member of the auditing department. I will email your department within two weeks to ascertain the receipt and status of my resume. I look forward to starting my accounting career, as well as pursuing opportunities for professional development and advancement, within KMPP. Thank you for your kind consideration of my qualifications.

Sincerely,

Georgia Numerical

Georgia Numerical
2222 First Street
Wilkes-Barre, PA 18888
(570) 333-3333

Enclosure