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(333)-895-2011  
[email]

Mar 9, 2013

Ms. Elizabeth Webb  
Hanger, Inc.  
1594 Margaret Street  
Houston, TX 77022

Dear Ms. Webb,

I am applying for the Chartered Accountant position available with Hanger, Inc. and my credentials meet the requirements listed in your posting.

I have included my work history, experience and training in the attached resume but here is some of the most relevant information pertaining to this position. I have a bachelors degree in finance and four years of experience holding this position where I providing financial advice to a number of very important clients.

While most of my experience surrounds the public sector, I would like the opportunity to advance my career by becoming a member of your industry. Much of the financial advice I have provided for my clients in the past include budgeting, tax planning, mergers, business transactions and acquisitions. My experience also includes performing financial audits on a regular basis to ensure all funds are accounted for and being used properly.

I have excellent communication skills with the ability to negotiate with suppliers and to work with both internal and external auditors, which I understand is part of the duties required by your company. I also have the skills to manage your budget and financial system along with performing risk analysis. I have provided references that will attest to my credibility and I hope to put my skills and training to work for your company. I am positive I am the best person for this job.

You can reach me for an interview by calling (333)-895-2011 and I look forward to meeting with you to go over the details of this position in person.

Respectfully,

Zella Villalon

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