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January 24, 2016

Ms. Sara Johnson  
Senior Manager JR  
AAA Group of Companies  
254 New West Street  
Oshawa, ON S6D 5V9

Dear Ms. Johnson:

I recently obtained my Bachelor's degree in Accounting from Ontario State University. During my education, I developed expertise in performing a number of accounting tasks that will enable me perform extremely well as an Accounting Assistant.

As you are in search of candidates who have outstanding accountancy and computer skills, I am able to fulfill your requirements owing to the following attributes:

- 3 months' internship experience in accounting and administrative field
- Thorough understanding of accounting principles including debits/credit, general ledger and subsystems
- Demonstrated knowledge of A/P, A/R and Cash Disbursements/Receipts
- Adept at using MS Excel, Quickbooks and Peachtree
- Excellent data entry speed with accuracy

As a dependable and energetic accounting assistant, I would like to meet with you and further talk about my qualifications. To find out the possibility of a personal meeting, I will call your office after one week. Meanwhile, I can be reached at (000) 888-8888 or via email at mary.lee @ email . com.

Thank you for your time and consideration.

Sincerely,

(Signature)  
Mary Lee