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January 26, 2016

Mr. Adam Garcia
Director Accounting
ManTech
90 Vintage Lane
Jasper, AL 99022

Dear Mr. Garcia:

With a bachelor's degree in accounting and corresponding work experience in accounts payable processing, I am confident in my ability to make a significant contribution to ManTech's in the role of an Accounting Assistant. I am especially interested in working for ManTech because of its excellent repute in the financial market.

During my 2 years' experience in a similar capacity at Beta Line, I have had the opportunity to polish my skills in a dominating accounts environment. I possess working knowledge of fundamental financial management practices and accepted accounting principles. My expertise in cost accounting takes me a step further than those of my peers. I possess critical thinking skills that are needed to anticipate issues and information requirements. Furthermore, I am skilled in using all popular accounting software including Oracle Financial Management and DaFIS.

Specifically, I have a demonstrated ability to process payments for a variety of accounts payable transactions, perform data entry of vendor invoices, generate employee expenditure reports and check request vouchers manually. I also have a track record of ensuring exact general ledger postings in processing invoices and making corrections.

As a passionate and dependable candidate, I would like to meet with you in order to discuss the contribution that I could make to your bottom-line. I will call your office during the first week of February to follow-up. In the meantime, I will be available at (000) 551-4441 or via email at laura @ email . com.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

(Signature)
Laura Axe

Enc. Resume