

SHANNON DUKES

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Novato, CA 94949

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RE: [Target Job Title]

Dear Hiring Manager,

I heard that your company was on the market for someone to fill your recent open position and wanted to send you my application. With over 10 years of experience in multiple fields, I believe I would make a great addition to your team.

I handled various responsibilities in my previous Accounts Receivable Specialist position and quickly established talents in prioritizing tasks, meeting deadlines and finding solutions to eliminate obstacles. My career has enabled me to develop and establish skills in such key areas:

- Accounting
- Invoicing
- Data Analysis

I am grateful for the opportunities afforded me in my prior position, and I'm ready to put those skills to use for your company. I am looking forward to new challenges, collaborating with a fresh team of talented professionals.

I have been out of the field for a time due to some unexpected medical issues. Everything has been taken care of and I am ready to get back into the workforce. I would be open to elaborate more if you have further questions!

Please take a look at my enclosed resume for more details about my work experience and qualifications. I'd really like to speak with you more about the position, and I look forward to hearing from you soon.

Sincerely,
Shannon Dukes