**Shannon Dukes**

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11th July 2021

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 job 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 am currently enrolled in the UC Berkeley Extension Full Stack coding Bootcamp program which will conclude in November. I have also recently received a certificate in Web Development through the Mimo coding app.

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**