

Andre Bojarski
Certified Accountant

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abojarski@emial.com

Bina Singh
Hiring Manager
ABC Accounting

March 15, 2015

Dear Ms. Singh:

I am writing to apply for the entry level accounting position with your company. After reading about the job description on your company website I was thrilled to discover that all the requirements you need precisely meet my academic achievements and work experience. I would also like to add that I am attracted to this position because of your company's outstanding reputation in the industry.

For the last year, I have been working as an Accounts Assistant in the sales department of a major trading company. In this role I have had to perform monthly currency revaluations, oversee weekly payment runs and also ensure payment approvals are obtained and instalments made. All of these tasks require attention to detail under the pressure of tight deadlines. Having attained most of the career goals that I have previously set myself, I am now keen to expand my professional ability and to seek new challenges in the field of accounting. I completed my Accountancy Degree with distinction and am greatly excited by the prospect of being able to use this knowledge, along with my natural passion for number crunching, to become a valuable member of your team.

I strongly believe that I have all the qualities you require for the mentioned post, and can assure you that I possess all the abilities needed for the accounting sector.

I look forward to an opportunity to further discuss this in an interview.

Sincerely,

Andre Bojarski

Mr. Stephen Merchant
Regional Manager
Denzino Industry

March 1, 2015

Dear Mr. Merchant:

Your company recently advertised on the Indeed website for a project manager, job reference #765. After reading the job description I am confident that I would be a perfect fit for this position as my experience and abilities precisely match your requirements.

I feel that I come to you with a background that is unique and well suited to this position. I have a long track record of skillfully planning and managing multi million dollar projects, hiring and training efficient cross functional teams, and generating extensive cost savings by making processes more efficient. These successes coupled with my certification and proven ability with MS Project, have prepared me well for a position at your company. My core strengths include, but are not limited to the following:

- Negotiating difficult decisions with colleagues, senior manager and other third parties.
- Delivering results on time, within budget, and to the highest specification.
- Developing accurate and achievable project plans.

For additional information about my qualifications please view my attached resume.

Right now I want to work for a reputable and exciting company like yours where I can utilize my talents to support the growth your company is achieving. Therefore I would welcome the chance of an interview, where we would be able to discuss in greater detail the value and strength I can bring to your already successful company.

I thank you for your time and I look forward to hearing from you.

Sincerely,

Jennifer Sho

Marcus Petrie

Toronto, Ontario
416-555-4545
marcus.petrie@email.ca

Ms. Suzanne Chaucer
Store Manager
Best Buy

March 15, 2015

Dear Ms. Chaucer:

As a regular customer at Best Buy, I am always impressed with the quality of customer service I receive. I was pleased to see a job posting on Workopolis for a part-time customer service representative. I currently have a flexible schedule and am available to work 18 to 25 hours a week. I believe that my previous customer service experience, my excellent work ethic, and my knowledge of electronics will make me a great member of the Best Buy team.

As you will see from the enclosed resume, I have four years of customer service experience, with three of those years relating specifically to the home electronics industry. During these years, I developed a strong understanding of home electronics products. With years of experience advising and selling home electronics, I am extremely competent and self-sufficient when dealing with in store customers. With this comprehensive base of product knowledge combined with my superior customer service skills, I know that I would be a beneficial addition to the Best Buy's staff.

I have consistently maintained a professional and kind demeanor when dealing with customers. In my previous position, I received many customer compliments about my prompt and friendly service. I also received a staff award, presented to me by my regional manager, for my composed problem-solving in periods of high customer volume and stress.

Thank you for taking the time to review my resume. I look forward to speaking with you soon in an interview about how I can contribute to the positive and exciting environment at Best Buy.

Yours Sincerely,

Marcus Petrie