“NAME”

“NUMBER”

“EMAIL”

TO WHOM IT MAY CONCERN:

I am writing you today to express my interest in the “POS” position and my belief that my ability to be a quality team member at “COMPANY”. With my background in managing finances and using accounting software I know that I can help your company excel and compete in this economy.

I am currently attending the University of Houston-Downtown and am on track to graduate in 2020 to receive a degree in Accounting & Finance. I also have experience with platforms such as QuickBooks, SAP, and Excel through the work that I have done in school.

While in school I have been involved in a myriad of school activities and been number one on the Dean’s list every year. I consider myself to be a hard worker and I apply myself whole heartedly to the work that I do.

Thank you for reading this and feel free to call me at the number attached to my resume to arrange an interview. Thank you for your time and I look forward to learning more about this opportunity!

Sincerely,

“NAME”