**Jonathan Swain**

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Dear Reader,

I am writing to enquire if you have any vaccines in your company. I enclose my cover letter and resume for your information.

The nature of my degree and continued studies has prepared me for any current and future positions. I have plenty of experience in both posy secondary studies and full time work. I have been in full time positions since 2002 while continuing with my post-secondary studies at Fanshawe College in the Business Accounting Program.

My first, full-time position was at Time Hortons where I worked as a store front employee and worked up the chain to a supervisor position handling daily close outs of the shifts, balancing all of the payments received, preparing bi-weekly work schedules for all staff and attending monthly staff meetings with ownership and upper management and attending bi-monthly meeting with the corporate members of Tim Horton’s to inform us of future promotions, changes in daily operations and future forecasts and also informing as on any major events taking place within the city of London. I also became one of the head bakers at the store I worked in addition of my supervisor duties. I baked all of the donuts, Timbits, muffins, sandwich and soup products, along with doing the inventory control and ensuring the FIFO method was being applied at all times.

Once I graduated from Fanshawe College with a Business Accounting Diploma in 2007, I moved to Echo Bay to work for a small business accounting firm called Business Solutions where I got hands on knowledge in income tax preparations, bookkeeping duties for a number of small businesses, preparing numerous financial reports and provide financial advice for the same number of clients.

In the summer of 2008, I moved back to London and received a position working for Howard Johnson Hotel (which is now London Wellington Hotel) as the full-time Night Shift Auditor where I provided weekly, monthly and yearly revenue reports along with HST received every 3 months, financial forecasts for the upcoming business year along with providing regular guests with in-house summons for business tax return purposes.

I am now attending Fanshawe College enrolled in the Business Accounting – Bookkeeping and Payroll program to further enhance my education and knowledge in the Accounting Field and taking this opportunity to make myself the best candidate for any accounting position job make a success of it.

Thank you for taking the time to consider this application and I look forward to hearing from you in the near future.

Yours Sincerely,

Jonathan Swain