

Paul Garduque

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Dear Sir or Madam:

Over the last several years I have dedicated my career to driving immediate and lasting results for employers. In my current role as Accounting Clerk (County of Fresno, CA), I play an instrumental role in helping to achieve organizational objectives.

I am confident that the skills and experience I have developed in this and previous roles directly align with the required qualifications and candidate profile outlined in your job announcement. I possess excellent communication skills with the ability to win trust, build relationships and maintain effective dialogue with colleagues and customers alike.

Notable Achievements

- Bachelor of Science in Business Administration (BSBA) with a double major in Accounting and Human Resources Management.
- Leadership skills and experience includes providing assistance in the training and development of colleagues and new-hires.

My enclosed résumé will provide you with additional details about my education, skills, and professional contributions. I would greatly appreciate an opportunity to interview for this position and demonstrate that I am the best fit for this important position. Please feel free to contact me via telephone or email – I hope to hear from you soon.

Sincerely,

Paul J. Garduque

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