May 22, 2015

Human Resources Manager

Robert Michael Communications

101 Laurel Rd

Voorhees, NJ 08043

Dear Hiring Manager:

I am writing in response to your organization’s posting for the Staff Accountant position. As a graduate from the University of Phoenix, I am seeking to establish myself in a position where I can demonstrate my accounting and analytical skills.

In my recent position with The Family Center, I provide quality service to clients and personnel by demonstrating a comprehensive knowledge of general business functions, as they pertain to company-wide business operations. Along with quality work experience I also demonstrate professionalism, effective communication and time management skills.

I’m seeking a salary in the range of $42,000 to $52,000.

I look forward to meeting with you to learn more about your organization, the requirements of the position, and how my qualifications can meet your business needs.

Thank you for your time and consideration.

Sincerely,

Ken Borland