

IM A. STUDENT

**1234 Home Street
Norman, OK 73069**

**405.555.6789
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July 8, 2020

Joe Accounting, CPA
Account Services Inc.
555 Pay Lane
Norman, OK 73069

Dear Mr. Accounting,

I am writing in response to the advertisement in the July 3, 2010 issue of The Sunday Oklahoman for the Entry Level Bookkeeper position. My qualifications include:

- Extensive hands on training in various accounting spreadsheet software (Quickbooks, Peachtree, etc.)
- Two years' cash handling experience
- Knowledge of current finance, banking and office procedures

My training for the position includes the completion of a one year Accounting Services program at Moore Norman Technology Center in Norman, Oklahoma. I am skillful with practicing proper communication skills, resourceful and thorough in gathering information and conducting research, and documenting confidential client information as specified in your advertisement. In addition, I have completed internships which allowed me to follow through on assignments while working independently or as a team member within professional establishments.

I am available to work a flexible schedule and am looking forward to meeting with you to discuss my qualifications. Please feel free to contact me at 405.555.6789 with any questions you may have.

Sincerely,

Iman A. Student

Enclosure: Application, Resume, References