

Kevin Jones

example@myemail.com

(098) 765-4321

456 My Street, San Diego,
CA 76543,

Sidney Wright

Washington State University

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

Dear Ms. Wright,

During my three years as an accountant at the University of Washington, I streamlined the school's accounts payable and receivable system, which increased the efficiency of processing admissions. I look forward to bringing that same level of success to Washington State University.

I'm inspired by Washington State University's commitment to service and excited for the opportunity to use my skills as an accountant for the school. Some of my previous achievements include:

- Improved low-performing accounts, increasing average revenue by 14%
- Voted "employee of the month" multiple times in my three years with the University of Washington
- Partnered with procurement services to consolidate weekly classroom supply orders to bulk monthly orders, reducing supply costs by \$10,000 annually

I look forward to setting up an interview with you at your earliest convenience. I would love to discuss how my past work experience can further WSU's commitment to service.

Best regards,

Kevin Jones