

Sarah Black

example@myemail.com

(098) 765-4321

456 My Street, San Diego, CA 76543

John Doe

Holman Enterprises

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

Dear Mr. Doe,

My five years of accounting experience recently culminated in developing an error-catching seminar spanning three days and attended by other accountants within the company. This workshop resulted in 20% fewer errors demonstrated on monthly company-wide reports. I believe I can bring this same innovation to Holman Enterprises as a senior accountant.

I want to be part of the culture that has been created at Holman Enterprises. I'm excited to share my past success that could benefit the company:

- Held monthly meetings with department leads, creating a 55% increase in departments keeping within their budgets
- Mentored new employees, leading them in company standards and increasing new-hire productivity
- Earned my CFP certification

I would love to schedule an interview with you when you're available. We can go into further detail about how my accounting skills can financially improve Holman Enterprises.

Best regards,

Sarah Black