

RÉSUMÉ TO REFERRAL...

Résumé and Career Services

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Call Teena today at (937) 325-2149, for a high-quality resume and cover letter. Ask about the additional job-search assistance available.

Date

Contact
Company
Address
City, State Zip

Re:

Dear Mr(s). _____

Good morning. This letter serves as my initial step to applying for the auditing and research position referenced at the ____ website. Motivated and accustomed to working for a demanding and nationally recognized company, I consistently set and maintain high standards for myself, including the auditing, report culmination, and the various financial tasks I've been assigned periodically over the years. Overall, I perform thorough research and oversee the collection of details to ensure finished reports and analyses are accurate and informative.

I am known by all who have worked with or for me as a personable and effective professional. Although your industry considers me somewhat an entry-level candidate, I bring a new public accountancy degree along with a nice scope of supervisory and departmental support abilities that make me a perfect shoe-in for this position. In fact, my superiors have consistently recognized me for outstanding performance of job duties and excellent support skills.

Mentioned in my resume, note a detailed list of abilities spanning throughout key financial areas, such as: *client support, profit and loss analysis, accounting logistics, risk management, data verification, transaction processing ...* and I can fill into the role of assisting with investment-related tasks covering *asset management, financial planning, and so on.*

My proposed salary is between \$__ and \$__, depending on the benefit package offered. Of course, this amount is negotiable; however, please consider the wealth of possibilities that I'll bring to the table coupled with depth of my administrative, financial related, and supervisory background.

Thank you for your time and consideration. Let's meet to discuss your needs and those of your company, or to address areas of my background where you need clarification. You may reach me through email at m_manu@jitaweb.com.

I look forward to hearing from you.

Regards,

Mathew Manu

Attachments