

**John Smith**

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May 22, 2014

Ms. Nora W. Morgan, Manager  
The Linkus Group Inc.  
200-1920 Yonge Street  
Toronto, Ontario  
M4S 3E2

Dear Ms. Morgan,

In June I will graduate from the University of Guelph-Humber with an honours degree in Business Administration and a specialization in Accounting. Through the university's career portal, I see the position of Accounting Clerk with The Linkus Group Inc. as an excellent opportunity for me to apply the financial knowledge that I have developed in university while working towards a CPA designation. I believe that my energy, analytical skills, organizational abilities and creativity in tackling problems can make a positive contribution to your company.

My previous work experience as a Junior Accountant at BeneFACT Consulting Group Inc. provided me with valuable business skills such as the ability to organize and interpret social, economic and political data. My responsibilities during this position included preparing individual and corporate tax returns, and maintaining client books through financial statements. In this role, I developed a strong understanding of accounting and finance from hands on experience, which I believe is an asset to this position.

My willingness to work hard is evident from the fact that I hold part-time professional positions concurrent with my studies. As a customer service representative at TD, I was responsible for catering to customers' financial needs while extending outstanding customer service. Moreover, as an executive member of the Guelph-Humber Accounting Council, I was in charge of providing students assistance with accounting-related projects and inquiries. These experiences have enabled me to gain a realistic view of the demands and challenges of the business world, and allowed me to hone my accounting skills, as well as my interpersonal skills.

I welcome the opportunity to speak with you further regarding how the skills and experience mentioned on my resume will enhance the role of Accounting Clerk at The Linkus Group. I look forward to hearing from you.

Sincerely,

*John Smith*

John Smith

**Adapted from Source:**

Enelow, Wendy S., and Louise Kursmark. "Winning Cover letters for Young Professionals/New Graduates." *Cover Letter Magic: Trade Secrets of Professional Resume Writers*. 3rd ed. Indianapolis, IN: JIST Works, 2004. 17. Print.