

Sarah Collington

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April 15, 2007

Mr. Bean Counter
Accounting Manager
Powers and Associates, LLP
4321 Executive Place
Oak Brook, Illinois 67890

Dear Mr. Counter:

As a senior majoring in Accounting at Saint Joseph's College in Rensselaer, Indiana, my long-term goal is to become a CPA with a public accounting firm. Currently, I am seeking an entry-level position upon my graduation in May to further my professional objectives. I am enclosing a current resume that briefly outlines my qualifications.

Some highlights of my college career include:

- Attainment of a 3.75 gpa in my major field along with a cumulative gpa of 3.5
- Successful completion of numerous Accounting courses including Cost Accounting, Auditing, and Income Tax Accounting
- Completion of required courses in Business Administration, Management, Marketing, and Economics
- A two-year term as secretary for the Saint Joseph's College Vocal Jazz Ensemble
- Participation in the SJC Chapter of Students In Free Enterprise (SIFE)

I am confident that my major classes, along with the rigorous Core Curriculum that makes Saint Joseph's College unique among other liberal arts colleges, have fully prepared me to enter the Accounting profession. I would appreciate the opportunity to meet with you to discuss the possibility of my joining your staff. I would be most happy to schedule an interview at a time and date of your choosing. You may contact me at the phone number listed above, or by e-mail, at any time. I look forward to speaking with you soon.

Very truly yours,

Sarah Collington
enclosure