

1200 Walton Way
Augusta, GA 30909

Month 00, 2007

Ms. Katherine Brent
Senior Recruiter
McCoy, LLC
1500 Fury's Ferry
Augusta, GA 30906

Dear Ms. Brent:

I have nine years of accounting experience and am responding to your recent posting for an Accounting Manager on AugustaHotjobs.com. Please allow me to highlight my skills as they relate to your stated requirements.

Your Requirements

My Experience

Accounting degree, four years experience

Obtained a Bachelor of Business Administration in Accounting in 2000 and have over four years experience as an Accounting Manager

Excellent people skills and leadership

Effectively managed a staff of 24 to exceed annual goals by 10 percent

Computer and analytical skills

Assisted in the development of a base reference skills-library with Microsoft Excel for 400 clients

Good communication skills

Trained new supervisors and staff via daily coaching sessions, communication meetings, and technical skill sessions.

My resume, attached in Microsoft Word, will offer more details about my background. I believe the highlights outlined in this executive briefing show that I am an ideal addition to your firm. Please contact me at 706-737-1400 to discuss how I can help McCoy, LLC achieve its goals.

Sincerely,

Joe Black

