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Mrs. Nicole Chiffres, CA  
Numbers & Associates  
453 Debit Road  
Accountville, Quebec  
H8K 9G2

May 10<sup>th</sup> 2012

Dear Mrs. Chiffres,

It is clear from Number and Associates' company literature that you have an ongoing need for accountants who can give swift and accurate, yet individualized, finance-related service. I believe I can offer Numbers & Associates these very qualities. My educational and employment background have allowed me to develop both the skills and the independent, self-reliant work habits required for the position of Financial Statement Researcher, as advertised at the Concordia University Career and Placement Services.

Recently, I graduated from Concordia University with a Bachelor of Commerce, majoring in Accountancy. Furthermore, over the next two years, I plan to pursue my CA designation. My education has supplied me with the ability to meet deadlines, to write concise and coherent reports, and to clearly, and successfully, present written and oral report results to small or large groups of people.

As a self-employed entrepreneur for over three years, I have learned to be flexible, organized, and disciplined while presiding over a variety of tasks and details. This experience, combined with my previous work as a sales representative, has taught me to accommodate client needs and perceptions while simultaneously focusing on company objectives.

I believe my qualifications, along with my drive and enthusiasm, make me an excellent candidate for your Number & Associates' job opening. I look forward to speaking with you soon in a personal interview. Therefore, I will be contacting you next week to arrange an appointment at your convenience.

Sincerely,

Joe Campus

Enclosure (1)