

HANDOUT #1: SAMPLE COVER LETTER

Sue Anderson

525 Hampton Rd., Tampa, FL 33610 – (111) 123-4567

April 28, 2008

Mr. Scott Thompson, CFO
Thompson & Thompson, P.C.
6811 Citrus Blossom Drive
Tampa, Florida 33610

Dear Mr. Thompson:

After reading the wonderful article, “Giving Back,” in the Sun Times about Thompson & Thompson’s philanthropic work for charitable causes, I knew this was the place for me. I am also a passionate community volunteer who believes in promoting and improving the quality of life of others.

I bring to Thompson & Thompson three years of accounting experience working with the Director of Accounting for Smith & Hughes, one of Tampa’s most highly regarded accounting firms. In this position, it was my privilege to learn every aspect of the accounts receivable and payable departments, including payroll, general ledgers and the preparation of year-end budgets.

More importantly, I developed exceptional organizational and interpersonal skills. As the Director’s accounting assistant, I acted as liaison to clients, vendors and fellow accountants. This required me to manage multiple projects simultaneously, to follow-up on same and to report their progress at a moment’s notice.

I will contact you next Monday, May 5th to schedule a meeting where we can discuss my qualifications further and how they meet the needs of Thompson & Thompson. Thank you for your time and I look forward to meeting you in person.

Sincerely,

Sue Anderson

Enclosures: Application for Employment
Resume