

(Current date)

Ms. Wanda Talbert
Human Resource Recruiter
Newman Manufacturing
20111 Old Dixie Hwy
Lake Park, FL 33404

Dear Ms. Talbert:

The position of Bookkeeper that was advertised at the Palm Beach State College Career Center is an opportunity of great interest to me. As a recent Palm Beach State College graduate in the Accounting Technology program, I have a combined interest in bookkeeping and computers.

I am enclosing my resume for your consideration, and would like to note the areas of skill and accomplishments in my background that are most relevant:

- Bookkeeping skills while Treasurer for the Palm Beach State College Student Accounting Club.
- Skilled in use of MS Word, Excel, Peachtree, and Quick Books software.
- Able to make accurate entries while paying attention to detail and using excellent time management.
- Completed intense bookkeeping internship with Palm Beach County Government Budget Department.

I look forward to hearing from you. I will contact you within a few days to make sure you received my resume. However, if you would like to contact me, I can be reached at (561) 000-0000 or goodjb@aol.com.

Sincerely,

Johnny B. Good