

Sample Cover Letter

James Donaldson

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July 12, 20XX

Ms. Mary O'Hara
Personnel Director
Accounting Software International
5678 East Doral Street, Suite #1200
Lockridge, Tennessee 77777

Dear Ms. O'Hara,

I am drawn to Accounting Software International because of my interest in accounting software and the opportunity to use my skill sets in a more specialized career. I am applying for your Accounting Software Business Consultant position which was posted on SimplyHired.

My research on your website and through an acquaintance, Donald Brown-who works in the sales department, has demonstrated that ASI has a commitment to customers and a culture of excellence that aligns perfectly with my own convictions.

I have spent the past 12 years working with clients around the globe, helping them to improve operations and maximize profits by utilizing all of the features of their existing software programs. I can quickly and accurately understand organizational needs, and I have a proven track record of meeting those needs. I am confident that I will be a valuable addition to your team.

I'll call you next week to discuss this opportunity. Thank you for your time and consideration.

Sincerely,

James Donaldson

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