

Cover Letter Example 1:

Karen Peabody
15 Fourth Avenue
Proserpine Qld 4800
Ph: 07 4954 0000

March 2, 1999

Attn: Sandra Myers
HR Manager
Proserpine Real Estate
PO Box 1111
Proserpine Qld 4800

Dear Ms South,

Re: Finance Manager

The position of Finance Manager, advertised in the Proserpine Daily news, caught my attention as it involves the challenge of improving the financial reporting process for your institute. I have been searching for a position of this status, and I believe my background in Financial Services would be of benefit to this role, and to your company.

My accomplishments include:

- organising accounting and invoicing strategies to achieve improved operating goals
- improving cash flow
- reducing the amount of outstanding invoices

My involvement in my present role, has included the achievement of improving data flow, developing the effectiveness of our internal processes and procedures, and increasing cooperation between various departments of the company. After 6 years with my present employer, I have gained an understanding of every aspect of Financial Services. Although I am happy with my present employer and they are happy with my performance, I am keen to seek a new challenge and develop my skills in a management role.

If you are looking for someone with integrity, tenacity, personality, punctuality and a "can do" attitude, then I may be a candidate for you to consider.

I thank you for reading over my application and I look forward to hearing from you.

Yours sincerely,

Karen Peabody