

COVER LETTER SAMPLE

ACCOUNTING

September 10, 2010

Mr. James Smith
Recruitment Specialist
BDO Dunwoody LLP
36 Toronto Street
Toronto, Ontario
M5C 2C5

Dear Mr. Smith:

It was with great interest that I learned about the New Grad - CA Stream opportunity as posted on the monster.ca job posting website. As of December 2009, I will have completed my 51 credit-hour requirements and 12 months of practical experience for my CA designation.

Throughout the last eight months I have gained work experience as a Financial Analyst at Coca Cola Bottling Company, where I demonstrated my ability to lead, pay close attention to detail and make effective decisions. In this role I was exposed to the responsibility of aiding executives in gathering, forecasting, analyzing and reporting data on various departments and functions. An essential part of this process was to effectively explain my work to the executives and provide information on our different projects and the clients to which they belonged. I also filed tax returns where I learned how to actively implement my accounting knowledge into the workplace, and improve my attention to detail. In addition to my work experience, I volunteered with the United Way of St. Catharines where I enhanced my analytical and problem solving skills by actively learning new tools to perform efficient data analysis.

I highly respect BDO for the value you place on teamwork, as you combine your strong resources to meet and suit the needs of your clients. I also value a team environment and have demonstrated a client focus by learning about the needs of my clients in order to build a strong relationship and help them reach their business goals.

Thank you for reviewing my application. I would enjoy an opportunity to further discuss my qualifications with you at your convenience. I can be reached at mikejones@gmail.com

Sincerely,



Mike Jones