COVER LETTER SAMPLE

ACCOUNTING

July 15, 2010

Mr. Earl Grey
Deloitte
25 Corporate Park Drive
St. Catharines, Ontario
L2S 3W2

Dear Mr. Grey,

Please accept the following application in regards to the position of Staff Accountant, as seen posted on the Business Career Development Office job board at Brock University. I will complete my Honours Bachelor of Accounting degree from Brock University this December, and am working towards my CA designation.

With my previous work experience I have demonstrated the ability to lead in challenging tasks, efficiently complete client audits, and professionally communicate with clients. While working as the accounting assistant for Netfirms Incorporated, I was given the responsibility of leading and assisting co-op students in gathering, forecasting and reporting data from various departments and clients. This role strengthened my leadership ability through learning and applying effective communication and problem solving skills on a daily basis. I also learned how to effectively multi-task while leading co-op students, reviewing their reports, developing my own reports and assisting with clients. Through my experience I have built strong relationships with both internal colleagues and external clients.

After attending your information session at Brock University this September, I was excited to learn that Deloitte is heavily involved in the surrounding communities. Deloitte's Impact Day sounds like an impressive and rewarding experience, providing an opportunity for employees to spend a full day helping surrounding communities. Impact Day interest me greatly, as I volunteer my time frequently within the Brock University Accounting Students' Association, where I have been involved in planning community initiatives.

I greatly appreciate your time and consideration, and I would welcome the opportunity to personally describe my qualifications with you at your convenience. If you would like to contact me, I can be reached at lwalnut@gmail.com or (905)765-4321.

Sincerely,

Lily Walnut

Lily Walnut