Dear Sir/Madam:

I am writing today to express my interest in this position. I believe that this position matches my experience and the challenges that I am currently seeking. I am Quickbooks and Microsoft Excel Certified. I have also previously held a notary public license and a real estate agents license. I have attached my resume for your consideration and review. I have over 12 years experience in the finance and accounting field, including owning my own business. I have experience in the following areas: banking, financial analysis, budgeting, construction, AIA billing, real estate, not-for-profit, and hotel management. My desire is to obtain a challenging position which allows me to continue to utilize my analytical, organizational, management, and communication skills. I hold a great fondness for positions that allow me to be a dependable and enthusiastic resource for both customers and colleagues. I believe my skills and abilities would be an asset to your organization. I would welcome the opportunity to meet with you to further discuss my qualifications at your earliest convenience. I can be reached at any time via email at: Taylorfinsvc@aol.com or by phone at (518) 542-2217. Thank you in advance for your time and consideration.

Sincerely,

Meikka Taylor