September 19, 2014

**GTM Payroll Services**  
7 Executive Park Drive  
Clifton Park, NY 12065

Dear Sir or Madam:

I am writing to express interest in the accounting specialist position. I have enjoyed nearly ten years in finance which have been instrumental in equipping me with the knowledge and providing me with the opportunity to develop the skills necessary to succeed in the accounting profession.

I have the educational background and professional experience you are searching for. I have a bachelor’s degree in Business Economics with a concentration in financial management which is supported with years of experience in office communications. My background includes strong computer skills and experience with a variety of human resource information systems, including Microsoft word, excel and PowerPoint.

At this stage in my career I am interested in expanding my professional horizons by seeking new challenges in the accounting industry. My background in accounting has provided me with the opportunity to work with clients in a variety of companies. This has presented me with a diverse range of issues that have allowed me to develop my problem solving skills while effectively working with a variety of different people.

I would welcome the opportunity to meet with you to discuss my qualifications, and learn more about your business and this job opportunity. Please find the accompanying resume for your review.

Sincerely,

Jacinda Hotaling