Camarillo, CA 93012

(805) 832-9956

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André Borghetti

October 9, 2014

Dear Hiring Manager,

I learned about your need for a Staff Accountant from the GTM Payroll Services jobs site. I am very interested in this position that is being offered. I am currently employed at California State University Channel Islands, and seeking a position where I can continue to advance my career in accounting. In this position, I could use my experience in accounts payable/receivable, purchase orders, customer service, and finance environments that I have accrued to help the staff of GTM. These skills in particular were refined in the seven years that I have been working in CSU Channel Islands’ Division of Business and Financial Services.

I am currently located in California, but my family and I are planning a move to the East Coast to be closer to family that is located in Albany, NY. Since the bulk of my experience is working in a financial services setting, I found that the position in your department was one I was qualified to apply for. Despite my current location, please know that in the event of a job offer, I am willing to incur all the expenses that might be involved in relocating. I believe that my education and employment background are appropriate for the position I am applying for. In using the tools offered by your department and my experience and enthusiasm in working situations that require knowledge of accounting and administration policy and procedures, I could assist your department in improving its accuracy and efficiency.

If you have any questions regarding my application, please contact me at (805) 832-9956. I will follow up on this job opportunity within the next week or two, to verify that my application has been received and that you are in no need of more information. Thank you for taking the time to read this and for reviewing my materials.

I look forward to hearing from you.

Sincerely,

André Borghetti