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October 21, 2022
Ms. Mary Jones, Human Resources Recruiter
Jones and Associates, Inc.
789 South Street
North Adams, Massachusetts 01247

Dear Ms. Jones:

I was pleased to recently learn of the Bookkeeper II vacancy at Jones & Associates, Inc. through the Office of Career Services at Massachusetts College of Liberal Arts. My résumé shows that I fulfill the requirements for this position. In addition, I would bring a wealth of experience, a positive attitude, and a high level of energy, dedication, and commitment.

I earned my degree in Business Administration from Massachusetts College of Liberal Arts and graduated with honors in 2009. Since graduating, I was successfully employed at Carbone Automotive Group/Lithia Motors, Inc. in Bennington, Vermont. I was initially hired as an Office Administrator and was later promoted to the position of Dealership Specialist II. Some of my duties and responsibilities were as follows:

- Provided administrative support to staff members, including hiring and overseeing work schedules
- Coordinated payroll files and payment plans through payroll department
- Daily entry of dealership's accounting transactions
- Performed bank and account reconciliations
- Monitored and processed all funds received from finance contracts
- Completed month end account audits and provided reports to management
- Analyzed accounts to discover discrepancies and resolved all variances promptly
- Created purchase orders and processed vendor invoices
- Processed lien payoffs and lease payments
- Generated checks for dealership vehicle purchases and associated expenses

These accomplishments, in addition to my strong interpersonal and organizational skills, would allow me to be a valuable member of your office. I work quite well both independently and as part of a team in setting and attaining common goals. I am highly motivated, take great pride in every aspect of my work, and am extremely conscientious. In addition, I have consistently demonstrated the ability to get along well with a variety of individuals to ensure the smooth and efficient day to day operation of an office.

Enclosed is my résumé for your review. I very much welcome the opportunity to discuss with you personally how my skills and strengths can best fulfill the Bookkeeper II position at Jones and Associates, Inc. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Jane Smith