

January 28, 2016

Mr. Thomas Wilson, Hiring Manager
Pricewaterhouse Coopers
1 Hempstead Turnpike
Uniondale, NY 11050

Dear Mr. Wilson:

Your advertisement for an Accounting/Audit professional on the Pricewaterhouse Coopers website caught my attention. I believe that my MBA in Accounting plus my strong interpersonal, communication, and time management skills make me an excellent candidate for the position. Furthermore, I am very interested in the training program that you provide and heard through alumni at my school that it is one of the most challenging and rewarding experiences.

While my enclosed resume provides a good overview of my strengths and achievements, I have also listed some of your specific requirements for the position and my applicable skills.

Your Needs

- Analytical skills
- Detail oriented
- Accounting Internship
- Leadership Skills
- MBA in Accounting

My Qualifications

Analyzed financial statements in MBA program and relevant accounting projects

Prepared income tax returns for elderly through Vita program and learned federal and state codes

Worked in Accounts Receivable/Payable and improved company cash flow

VP of Beta Alpha Psi – successfully arranged seminars and alumni events

MBA with 3.55 GPA

Since my education and experience fit your requirements so closely, I am clearly one of the people you'll want to see. I would like to meet with you to discuss my qualifications and to learn more about the position. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Jane Prototype
jprototype@pride.hofstra.edu