

## Sample Cover Letter

**MICHAEL O. SMITH**

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January 1, 2014

American Credit Union  
Salt Lake City Branch  
456 State Street  
Salt Lake City, UT 84107

Dear Mr. Jones:

I am a senior at George Washington High School interested in interviewing for the accounting clerk position. I noticed in your job posting that you require skills in Microsoft Word and Excel. I am certified as a Microsoft Office Specialist in Word 2013 and Excel 2013. My certifications prove that I know these programs and can fulfill the data entry and general office responsibilities I would be required to do.

In addition, I am certified in other business applications that I believe would be valuable in working for you. After participating in the Business 101 class at George Washington High School, during my Sophomore year, and receiving my Word 2013 and Excel 2013 certifications, I enrolled in Business 202 for my Junior year. As a part of that class, I studied for and received two more Microsoft Office Specialist certifications in PowerPoint 2013 and Outlook 2013. I enjoyed learning the basics of business and saw a lot of value in becoming certified. Last semester I decided to enroll in the Introduction to Graphic Design class to further expand my knowledge of valuable business applications. During that class I earned two Adobe Certified Associate certifications in Photoshop CC and Illustrator CC.

My skills in these computer applications, as well as my additional experience listed on my resume, make me the perfect candidate for the accounting clerk position. Thank you for your time and consideration.

Sincerely,

*Michael O. Smith*

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