

Date

Your name
Your Mailing Address
City, State ZIP

Ms. / Mr. / Dr. _____
Title
Organization
Mailing Address
City, State ZIP

Dear Ms. / Mr. / Dr. _____ :

Please accept this letter of application for the position of _____ posted on College Central Network, Avila's on-line job posting system.

In May 2009, I will graduate from Avila University with a Bachelor of Science in Accounting. Since October 2007 I have been employed on a part-time basis by a local public accounting firm. This experience has been beneficial, allowing me the opportunity to successfully apply skills and knowledge learned in the classroom. While I enjoy my current position, I am now ready to seek full-time employment in a larger corporate setting. Since I am an organized and reliable team member with strong computer and problem-solving skills, appropriate attention to details, and excellent follow-through, I am confident that I would be an asset to [your organization - or - name of organization].

Enclosed is a copy of my résumé for your review. I would welcome the opportunity to meet with you to discuss how my skills and experience match your staffing needs. Should you need additional information, please contact me at _____ or by e-mail at _____. If I do not hear from you within the next ten days, I will follow up with you by phone.

Sincerely,

Signature

Typed Name

Enclosure.