

Kevin Jones

Accountant
123 Address St.,
Seattle, WA
kjones@youremail.com
(123) 456-7890

January 1, 2021

Sidney Wright

Head of Human Resources
Washington State University
(254) 710-3435
sidney@wsu.edu

Dear Ms. Wright,

During my three years at the University of Washington as an accountant, I streamlined the school's accounts payable and receivable system, leading to an increase in the efficiency of processing admissions. I look forward to bringing that same level of success to Washington State University.

I'm inspired by WSU's commitment to service and excited for the opportunity to utilize my skills as an accountant for the school. Some of my previous achievements include:

- Improved low-performing accounts, increasing average revenue by 14%
- Voted "employee of the month" multiple times in my three years with UW
- Partnered with procurement services to consolidate weekly classroom supply orders to bulk monthly orders, reducing supply costs by \$10,000 annually

I look forward to setting up an interview with you at your earliest convenience. I would love to discuss how my past work experience can further WSU's commitment to service.

Best regards,

(Insert Signature Here)

Kevin Jones

P.S. — I'd also like to tell you about how I'm on my way to earning my CFP certification.