

# Sarah Black

Senior Accountant  
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**John Doe**  
Talent Specialist  
Holman Enterprises  
(987) 654-3210  
john@holmanenterprises.com

Dear Mr. Doe,

My five years of accounting experience recently culminated in developing an error-catching seminar spanning three days and attended by other accountants within the company. This workshop resulted in 20% fewer errors demonstrated on monthly company-wide reports. I believe I can bring this same innovation to Holman Enterprises as a senior accountant.

I want to be part of the culture that has been created at Holman Enterprises. I'm excited to share my past success that could benefit the company:

- Held monthly meetings with department leads, creating a 55% increase in departments keeping within their budgets
- Mentored new employees, leading them in company standards and increasing new-hire productivity
- Earned my CFP certification

I would love to schedule an interview with you when you're available. We can go into further detail about how my accounting skills can financially improve Holman Enterprises.

Best regards,

Sincerely,

*(Insert Signature Here)*

**Sarah Black**

P.S. — I'd like to tell you more about how I produced end-of-year reports within the first week of January for four years straight.