

Eager Towork

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September 29, 2021

Ms. Alice C. Warren
Manager of Corporate Accounting
Crown Electric Company
765 River View Road
Burlington, NJ 08065

Dear Ms. Warren:

Review of your company's recent posting in the Rutgers-Camden job database, Handshake, indicates that you hire Accounting Trainees in the Corporate Accounting function. Having rotational assignments in auditing, tax compliance, and cost accounting sounds extremely interesting to me; therefore, I would like to interview with your firm.

I will be receiving a B.S. degree in Accounting in May 2022 and have maintained a strong grade point average during my tenure at Rutgers University. In addition to my academic achievement, you will note that I have always been industrious and hard working. This is evidenced by the fact that I have been continually employed, either full or part-time, since age thirteen. In addition, I find it important to make time for extracurricular activities and volunteer opportunities, such as the LEAP School project. Involvement in these activities permitted me to strengthen my ability to effectively organize and plan my time to maximum advantage, as well as strengthening my leadership skills and interpersonal communication abilities.

A solid academic background, work ethic, and drive, excellent organization and communication skills, and my intense interest in the field of accounting will enable me to make a valuable addition to Crown Electric's Accounting functions.

I would appreciate an opportunity to interview with your organization and will call next week to schedule an appointment. If you would like to contact me before that time, I can be reached at (856) 555-8676.

Sincerely,

Eager Towork

Attachment: Resume