

MARY SMITH

Dear Employer:

Please accept this *letter of application and résumé* for your review. I am currently seeking a position that will allow me to utilize my experience, skills and background in the area of Fiscal Operations/Management, Audits, Payroll, Accounting and Employee Benefits Administration.

As Office Manager and Controller, I developed broad knowledge of business operations by performing accounting and payroll functions and overseeing day-to-day office administrative processes. You will find that I possess outstanding organizational capabilities, in conjunction with an ability to solve problems quickly. I have been recognized throughout my career for consistently providing quality service and exceeding expectations.

Furthermore, I have demonstrated project management and customer relation skills. And, I have the ability to establish and maintain a rapport with a diverse public, from peers and customers to vendors, suppliers and business owners. In addition, I am detail-oriented, accurate and have a strong work ethic.

Among my accomplishments:

- Managing all human resource functions, including hiring, training and evaluating, as well as providing benefit administration.
- Working with department managers to increase company profits and reduce department expenses.
- Transforming division from \$50,000 in losses to \$100,000 in profits within a year.
- Setting up and integrating a new accounting system for major expansion project.
- Supervising teams of up to 5.

I am confident that given the opportunity, I will prove to be a valued member of your team. I look forward to discussing with you further how I can make a positive contribution to your organization. Feel free to contact me directly at (555) 555-5555 if you should have any questions about my qualifications for employment.

Thank you for your time and consideration.

Sincerely,

Mary Smith