

Sample Letter without Letter Head

September 25, 2015

Owen Corporation
Attention Brandon Owen
435 East Chesny Street
Meadeville, PA 16335

Dear Mr. Owen:

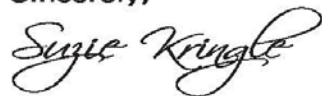
As a recent accounting graduate of State University, Meadeville, I was delighted to learn from your web site of the available Junior Accountant position. The purpose of this letter is to express a strong interest in becoming an Owen Company Accountant at your Meadeville facility. In addition to possessing a B.S. degree in Business, Accounting, I am responsible and consider myself a leader.

Owen Company sponsors a variety of community services and employee recognition programs, which I have read a great deal about. Your company has earned my respect, as it has from much of the community for your involvement in the after-school programs in Meadeville Unified School District.

As you will see on the attached resumé, Owen Company would benefit from the skills I have learned throughout college. These include: general ledger and journal posting; Microsoft Word, Excel, and Access programs; Quickbooks; and accurate ten-key (150 cspm). In addition, I also offer a superior work ethic, strong communicative abilities, attention to detail, and a keen interest in upgrading my skills.

I am confident that my skills and abilities will make me an ideal candidate for a position in this field. I would appreciate an opportunity to meet with you to discuss how my skills can meet the needs of Owen Company. I will contact you by phone within the week to discuss the possibility of an interview.

Sincerely,



Suzie Kringle
1234 Tolearn Avenue
Meadeville, PA 16335

Enclosure