

JOHN SMITH

1541 Sunshine St San Francisco, Ca
Phone: 415-997-7654
john.smith@yahoo.com



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Dear Sir or Madam:

Please accept my resume in consideration for the Accounting Specialist position with your organization. With extensive accounting experience my skills I am confident I will contribute the same level of performance as a member of your team. I look forward to becoming an essential part of your team by helping to increase the company's overall profit and increase the number of customers that the business serves.

My experience in the accounting field extends for over thirty years. I have progressed from smaller-scale companies to my current role as Bankruptcy Case Manager/Accountant. I would like to mention a few representative contributions with my current employer to illustrate the skills and abilities I offer:

- TECHNOLOGY/DATA SOLUTIONS – Continually seeking techniques and strategies for improvement, I have created a more efficient system for the processing of bankruptcy cases; in turn, our company has realized dramatic reductions in turnaround times for processing of bankruptcy cases. As Bankruptcy Case Manager/Accountant I have increased the company's bottom line in the last six years.
- TEAM MANAGEMENT – I have trained, mentored, and evaluated teams across multiple departments and functions, including my current responsibility of overseeing operations of facilities and personnel with diverse backgrounds.
- BOTTOM-LINE ORIENTATION – Profit building and sustained growth have been the basis and result from our business decisions; we have achieved a substantial increase in savings from our partnership arrangements and secured cost reductions in other areas that have added to bottom-line success.

These achievements span various functions; thus, I have demonstrated the ability to meet and exceed expectations in a variety of environments. And I am certain that I will contribute the same level of performance with your organization.

To provide you with details concerning my qualifications and accomplishments, my résumé is enclosed. I have a home office with all the necessary equipment and software required to complete the requirements for this position. I want to thank you for your time and consideration.

Sincerely,

John Smith