

November 20, 20XX

To whom it may concern:

I am looking for a job as an accounting clerk for your company. I have just graduated from high school and am looking for a part-time job. I will be majoring in Accounting at our community college when school begins in the fall.

I have experience in accounting in my Virtual Enterprise Class. I held the position of vice president of accounting for the whole school year.

When we were first forming our company, I prepared beginning balance sheets, applied for a loan, calculated a break even analysis and did income projections for the year.

My job responsibilities included: Preparing financial statements each month starting in November and ending in May. I handled the payroll for all 35 students and paid them each month. I calculated all the deductions and made payments to the IRS and Franchise tax board.

I was also responsible for all accounts receivable sales at the trade fairs. I was in charge of the bank account and prepared bank reconciliations each month.

I look forward to hearing from you and scheduling an interview.

Sincerely,

Jerry Belch