

LINDA CLIMBER

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April 10, 2001

Bob Gatter, Manager
Right Administration Office
7394-54th Street
Anytown, AB T7F E3R

Dear Mr. Gatter:

Having achieved many goals in my career of public accounting and financial services, I am interested in expanding my professional horizons by seeking new challenges in the area of **administration or office support**. I am interested in a position with your firm and have enclosed my résumé for your review and consideration.

As you can see, **my career in business, finance and accounting is extensive**. I have enjoyed a reputation as an efficient accountant and have a knack for immediately **establishing a good rapport with clients**.

As a team member of your organization, I can provide:

- Efficiency; reliability; accuracy with numbers.
- Maturity, honesty; ability to look at challenges as opportunities.
- Knowledge of general and legal office procedures.
- Ability to develop and lead a team.

Mr. Gatter, my objective is to establish a time when **we can meet to discuss how my talent, professionalism, and enthusiasm will add value to your operation**. Thank you for your consideration. I look forward to speaking with you soon.

Sincerely,

Linda Climber

Enclosure: Résumé