

DEBRA M. DEBIT

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May 29, 2012

Hiring Agent name & Title

Company address

City, State, Zip code

Dear Human Resources Professional:

Please accept my resume for your review and consideration. I would like to express my interest in the open position of **Senior Accountant with Blue Widget of America, Inc.** My solid background as a Senior Accountant and Auditor for over 25 years has allowed me to hone my considerable skills that can be effectively utilized by your organization.

My background in accounting and financial management provides me with the financial and analytic skills necessary to succeed in any corporate accounting environment. I am experienced in financial and operational audits, preparing and analyzing financial statements, and general accounting methods. I have a demonstrated history of increasing revenue and decreasing costs, and I am experienced in all aspects of tax and financial compliance reporting. I am skilled at analyzing and controlling financial weaknesses and implementing enhancements that provide ways for the company to operate more efficiently and save the company money.

Highlights of my accounting and audit duties and experience include:

- Performed financial and operational audits for company with \$68 Million in total assets.
- Maintained and processed electronic fund transfers of \$100,000 per month.
- Supervised two departments, including an administrative staff of 7 employees
- Maintained and approved journal entries for staff of 3 accounting assistants.
- Developed check requisition method to verify all the necessary steps prior to issuing a check to the policyholder or beneficiary that saved the company at least \$50,000 in the first year.

Additional capabilities are listed in the enclosed resume. In an effort to discuss this matter further, I will be calling your office within the next few days to see if we might set up a time to meet. If you have any questions, I can be reached at the number listed above. Thank you for your attention.

Sincerely,

Debra M. Debit
Encl.