

**Application/Cover Letter
Full Block Format**

1225 Chicago Ave.
Evanston, IL 60208

March 14, 2007

Ms. Mary Lou Nelson
Manager of Human Resources
Hammond Corporation
2900 Rosemont Blvd.
Rosemont, IL 60018

Come to the point. Reveal your purpose and interest. Identify the position and your source of information. Introduce your themes.

Dear Ms. Nelson:

I am applying for the staff accountant position that was advertised with Northwestern University Career Services this week. The position seems to fit very well with my education, experience, and career interests.

Your position requires skills in various accounting functions, including general ledger reconciliations, analysis, and reporting; ensuring the completeness, accuracy, and timeliness of the general ledger and internal monthly and quarterly statements; and ensuring the accuracy and timeliness of various reconciliations. In my experience as a junior accountant, accounting intern, and billing coordinator, I handled monthly journal entries, analyzed expenses, reviewed and corrected accounting entries, and generated reports. Accounting corrections I made as an intern revealed nearly \$50,000 in unpaid bills and mislaid funds. My enclosed resume provides more details on my qualifications.

My background and career goals seem to match your job requirements well. I am confident that I can perform the job effectively. Furthermore, I am genuinely interested in the position and in working for Hammond Corporation. Your firm has an excellent reputation and comes highly recommended to me.

Would you please consider my request for a personal interview to discuss my qualifications and to learn more about this opportunity? I shall call you next week to see if a meeting can be arranged. Should you need to reach me, please feel free to contact me at 847/683-4388 or mlopez@northwestern.edu

Thank you for your consideration. I look forward to talking with you.

Sincerely yours,

Your handwritten signature

Marie Lopez

Outline your strongest qualifications that match the position requirements based on the themes you selected. As much as possible, provide evidence of your related experiences and accomplishments. Make reference to your enclosed resume.

Express appreciation to the reader for his or her time and consideration.

Suggest an action plan. Request an interview, and indicate that you will call during a specific time period to discuss interview possibilities.