

MARY JONES

123 Any Street, Any City, State 55555

(123) 555-1234
Cellular/Messages: (123) 777-5678
e-mail: JackJefferson@earthlink.net

Date

Dear Recruiting Executive:

I am in the process of seeking an accounting assistant position where I can use my skills in:

- Posting accounts receivable and payable
- Reconciling bank statements
- Verifying cash boxes
- Data entry
- Preparing outgoing and receiving incoming mail
- Scanning and filing.

I am available immediately and can provide outstanding references upon request.

If you have a challenging assignment for a dedicated and highly reliable accounting professional, I would welcome your call.

Sincerely,

Mary Jones

Enclosure: resume