

JACK JEFFERSON, CPA

123 Any Street, Any City, State 55555

(123) 555-1234

Cellular/Messages: (123) 777-5678

e-mail: JackJefferson@earthlink.net

Date

Dear Executive Recruiter:

I am in the process of seeking a new financial leadership position where I can use my skills in:

- **Accounting** – successfully set up and managed accounting operations for companies with more than \$500 million in revenues
- **Cash management** – managed cash for two divisions of General Dynamics and brought in \$38 million in overdue receivables
- **Mergers & acquisitions** – instrumental in five major acquisitions that have added \$300 million in profitable revenues
- **Finance** – negotiated with senior lenders for \$100 million at 3%-6% interest
- **Real estate** – negotiated and acquired more than 1 million square feet of manufacturing and administrative facilities at below market prices
- **Financial analysis** – created financial analyses in support of strategic planning and expansion covering more than \$50 million in new facilities and several major acquisitions.

If you are working on a client assignment requiring a proven and dedicated financial professional, I would welcome your call.

Sincerely,

Jack Jefferson, CPA

Enclosure: resume