

Sample SSOM Cover Letter

Your Address

Date

Ms. Jill Winchester
Human Resources Manager
XYZ Corporation
125 State Street
Boston, MA 02115

Dear Ms. Winchester:

I have four years of business experience and am completing my MBA at Suffolk University this May. I would like to apply my analytical and quantitative skills to the Accountant position advertised in *The Boston Globe*.

My work has always required providing excellent customer service, meeting deadlines, and collaborating with team members. In my previous positions, I was responsible for resolving customers' complaints, forecasting the order volume for each customer, and analyzing the market trends in the tanning industry. I also created a database to track all chemical samples and computerized all files, which increased the efficiency of document processing.

In addition to my work experience, my graduate training further developed my quantitative analysis, critical thinking, and teamwork skills. While taking courses for my finance concentration, I conducted several analytical projects using spreadsheets, published results on the web, and presented them in both oral and written form.

I look forward to meeting with you to discuss how I could contribute to the Accounting department. Thank you for your consideration.

Sincerely,

Anna Lee

Anna Lee
617-573-9567
alee@hotmail.com