

COVER LETTER IN RESPONSE TO A NEWSPAPER ADVERTISEMENT

62 Gulf Road Apt. 4A
Henniker, NH 03242

April 23, 2009

Lori MacPherson, Director of Human Resources
XYZ, Inc.
502 Stone St.
Concord, NH 03301

Dear Ms. MacPherson:

I am writing in response to your job posting in the Concord Monitor last Sunday, indicating your need for an entry-level claims examiner. With an Accounting concentration in my major, solid work experience, and a GPA of 3.86 (4.0 scale), I believe I might be the person you are looking for.

I notice from your ad that a large part of the position entails looking through financial documents for discrepancies. I definitely have the ability to analyze financial information. For instance, last semester I took Strategies, an extremely rigorous upper-level course that involved role-playing and competition with peers. We each "ran" our own business; the bankruptcy of that business resulted in a failing grade for the course. Part of running the business involved analyzing financial statements to determine the health of company, and developing strategies for solving problems. I finished the course with a grade of A.

I have also worked in an administrative position at a local provider of point-of-purchase displays and promotions. Keeping track of accounts payable was part of my job, as well as helping to organize the inventory records. I handled the details very well, as well as calls from clients requesting information.

In May I will obtain my BA in Business from New England College in Henniker, NH. In addition to my overall GPA, my GPA in the major was 3.6. My classes have included basic and progressively more difficult accounting courses, such as Auditing, as well as hands-on experience.

I am an extremely quick learner in social as well as academic situations, very adaptable, and mature. I have always loved numbers, and my GPA reflects this. I gain satisfaction from thinking through financial data, connecting information, and arriving at concrete results for my work. I would certainly be motivated to put my skills and interests to work for XYZ, Inc.

Thank you for your consideration. Should you wish to contact me, I can be reached most easily by phone at 603 229 5756, or by email at jxavier22@yahoo.com. I look forward to hearing from you.

Sincerely,

Jessica Xavier

Enc.