

'T' Style Response to an Advert (Job Search)

20, Any Street
Any City
Phone
Date

Mr Joseph Park
Manager, Human Resources
Harris Industries
Address

Dear Mr Park

In reply to your advertisement for an Accounting Representative in The Daily Planet on 20th March, I outline below my qualifications to parallel your stated requirements.

Your Requirements

Three to five years
accounting experience

Strong communication
skills

Knowledge of
accounting system

My Experience

Five years in-depth accounting experience. Results achieved:

- Achieved costs and improved inventory control for three years.
- Responsible for administration of a staff of five individuals.

Proven excellence in on-going oral and written communications with clients and staff. Developed and presented operational procedures and accounting manuals.

Experienced in day-to-day processing of complex accounting system, including generating input and analysing output. Updated existing system to provide greater operational flexibility.

I would very much appreciate meeting you to provide you with further details of my qualifications and professional skills and I will call you in a few days to discuss my application.

Yours sincerely

Susan Smith

These example letters are intended for you to use as a guide to content, expression and layout. It is vital that your own letter/email reflects YOU and contains YOUR words, YOUR selling points and targets the job or work YOU are after. Analyse the strengths and merits of each example, to help you develop your own strong style.