

JANE S. DOE

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(Date)

(Hiring Manager)

(Title)

(Company)

(Street Address)

(City, State Zipcode)

Dear Mr./Mrs./Ms. (Hiring Manager's Name),

I am writing to express my interest in the Market Controller position that is currently available with your organization. With over 25 years of experience in Accounting & Financial Management, including a solid background in budget development and management, forecasting and planning, variance analysis, and business leadership, I feel that your needs and my skills are an excellent match. Please note the following additional qualifications:

- Spearheaded and coordinated restructuring and consolidation of financial/business departments of 5 radio stations in 4 different markets without generating additional costs.
- Initiated and directed numerous changes in accounting procedures to facilitate company transition to new technologies, and assisted technical department in implementing computer system to automate processes.
- Proven track record of responsibility, integrity, and commitment to company objectives, with serious focus on providing quality, cost-effective business and accounting solutions.
- Demonstrated ability to build successful teams and collaborate effectively with various departments to implement new technologies and procedures and achieve overall goals.

Enclosed is my resume for your review. I would appreciate the opportunity to speak with you and demonstrate more fully how my qualifications can meet your needs and benefit your organization, so please do not hesitate to contact me by phone or email as listed above.

Thank you sincerely for your time and consideration. I look forward to hearing from you soon.

Best regards,

Jane S. Doe

Enclosure (Attachment)