July 19, 2007

Ms. Bonnie Anderson

Manager of Human Resource

Andrew Investments Inc.

111 Livingstone Road

Daly City, CA 94015

Dear Ms. Anderson,

Attached herewith are my CV and Resume for your perusal.

I am writing as reply to your posted advertisement on the Daly City News dated July 15, 2009. It is said that you are in need of an Accountant.

I am a B.S. Accounting Graduate from the University of California Berkeley. I am also a licensed Accountant. Over the last four years I have been employed as an Accountant by Merger Inc. based in San Francisco City.

I do believe that I perfectly fit your stated requirements. I am with enough working experience and ability to be of help to the Accounting need of your Firm.

Please do feel free to get in touch with me through my mobile number (510) 777-1111 or my email[pattyboone@aol.com](mailto:pattyboone@aol.com). I am looking forward to meeting with you personally for an interview at your most convenient time.

Thank you for taking your time in reading this letter and for your kindest consideration.

Very Truly Yours,

**Patty Boone**

Patty Boone