July 19, 2009

Liberty Accounting Firm

Human Resource Department

15 Link Avenue.

Los Angeles, CA 90001

To Whom It May Concern:

Attached herewith are my CV and letter of references.

I am a recent graduate of Loyola Marymount University, holding a degree in Business Administration. I am writing in response to your posted advertisement in LA Daily News dated July 18, 2009; for your immediate need of a Junior Administration Officer.

The opportunities mentioned in your ads are quite appealing to me, and I am sure, to other aspiring applicants as well. What I can offer, which I think puts me on top of the list, is my recent experience, working part time as an Administration Trainee Officer for Two and a half years. You can find attached letter of recommendations from my former employer.

I would like to be given the opportunity to sit down with you and be interviewed for this position. You can reach me anytime through my mobile number (213) 555-8696. Hoping to hear from you soon! Thank you and more power.

Very Truly Yours,

**Evan Daniels**

Evan Daniels