15th July 2009

Mr. Ray Hamilton,

Human Resource Manager,

Hamilton Associates,

Fairfield CT 06819

Dear Mr. Hamilton,

I am interested in applying for the post of Payroll Clerk as advertised by your company in the Fairfield Times and am submitting my resume for your review.

I have a Bachelor’s degree in Accounting and am well versed in the Accounting standards and procedures, given my experience of 2 years. I am a professional user of the payroll software that is currently used by many and also excel in basic computer skills. I am very particular about the accuracy and efficiency of my work and ensure that I deliver the very best.

I am available for an interview and you may feel free to call me at your convenience at (203) 222-1345.

I would like to take this opportunity and thank you for considering my application and hope to hear from you at the earliest.

Yours truly,

Richard Brynes

Richard Brynes

Encl. Resume