

PAUL KEENE, CPA, CMA

October 3, 2006

Hiring Agent, Title
Company Name
Address

Dear Hiring Manager:

As an accomplished financial professional with a solid background in both GAAP and managerial accounting, as well as experience as a controller, I believe I offer expertise that would be of benefit to your company. With a proven record in building solid financial infrastructures, improving accounting and reporting procedures, and providing sound financial analysis, I would like to explore the possibility of putting my talents to work for you.

As you can see from my enclosed résumé, I was brought into my current position to integrate and upgrade the financial operations of four affiliated companies. A challenging task, I successfully introduced a new financial reporting system, brought the books of all four companies into compliance with GAAP standards, instituted new procedures that standardized and improved operational reporting, and established new systems that simplified asset accounting. In addition, as a certified management accountant trained to use the EVA™ metric system, I am frequently called upon to provide the expert financial analysis that drives successful corporate decision-making.

Equally skilled in closing the financial books and conducting analysis of financial results, I consider myself a team player willing and able to tackle any challenge in the financial arena. However, my true passion lies in cost analysis and the identification of cost saving opportunities. Related to this, I pride myself on my ability to develop clear, cohesive financial reports that provide the basis and justification for change and improvement initiatives. Knowledgeable and forward thinking, I have proven to be a respected and valued financial leader in the past. With a record of success behind me, I am confident that I will be an asset to you as well.

I will be relocating to your area shortly, and hope to find a rewarding position that provides the same diverse, fast-paced challenge that I currently enjoy. Therefore, I would be pleased to have the opportunity to meet with you to discuss your needs and how I might be able to meet them. Feel free to contact me at the address and phone number listed below. I look forward to speaking with you soon.

Thank you for your consideration.

Sincerely,

Paul Keene, CPA, CMA

Enclosure