

REBA MCENTIRE
1921-P WINDSOR HILL DRIVE * MATTHEWS, NC 28105
HOME PHONE (704) 555-1212 * E-MAIL SINGER@AOL.COM

June 28, 2000

Ms. Jody Simons
Keffer Buick
400 Tyvola Road
Charlotte, NC 28217

Dear Ms. Simons:

The June 11 issue of the *Charlotte Observer* reports your need for a sharp, detail-oriented accounts payable--accounts receivable clerk for a growing dealership. With my expected bachelor's degree in accounting from Winthrop University (August 2000) and my accounts payable experience, I believe I could be a productive member of the Keffer Buick team.

My experience with verifying purchase orders, invoices, and receiving documents will enable me to meet all requirements for an accounts payable clerk at Keffer Buick. I would bring to your company my success in negotiating vendors' payment terms and making payments within specified discount terms. I am familiar with several major software packages used to handle such accounting matters. In addition, my courses at Winthrop University have given me a broad range of experience in accounting procedures and principles, including regulatory rules and tax considerations, which have helped me develop the skills you require in an accounts payable/accounts receivable clerk. The attached resumé provides a complete overview of my experience, education, and skills.

I sincerely hope my qualifications and experience would be valuable to your team. After you have reviewed my credentials, I would be glad to come in for an interview at your convenience. I may be reached at (704) 555-1212 after 3 p.m., or feel free to leave a message on my voice mail at that number.

Sincerely,

Reba McEntire

Reba McEntire

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