

December 19-2013

Dear Hiring Manager,

This letter and the accompanying resume are in regard to an employment opportunity to fill the position of financial analyst you have open. I believe you will find my qualifications very well suited to this position. With significant experience in many facets of the accounting function, my hands-on exposure to daily accounting activities appears to closely match the requirements cited in your posting.

In May 2011 I received my MBA degree in finance and investment. In February 2008, I received my bachelor's degree in Management information system with a minor in Accounting. Currently I passed CMA exam and I'm working on the CPA.

I worked as an accountant at Compubase international Company. There I enjoyed learning practical accounting practice include preparing journal entries, working with A/P, A/R and balance sheet reconciliations In addition, as my resume indicates I worked for Senior Care Ins. Services which is gave me more knowledge and added experience, I exposed to more accounting and analysis experience include preparing journal entries, financial statements, variances and (CVP) analysis. My last job with Robert Half International, my expertise there lies on higher level of accounting such as planning, forecasting, budgeting, preparing adjustment and closing entries.

My resume is enclosed herewith which will provide you with details of my skills and qualifications. I will be grateful to have the opportunity to meet with you so that we can discuss prospects of the job.

Sincerely,

Mohamad Diab, CMA

Enclosure