

**Nicole Johnson** ♦ PO Box 88888 ♦ Phone: (444) 444-4444  
Portland, OR 33333 ♦ E-mail: Njohnson@isp.com

---

---

August 19, 2006

Paula Spencer  
Director, Financial Services  
ABC Company  
444 - 44<sup>th</sup> Ave SE  
Portland, OR 44444

Dear Ms. Spencer:

Thank you for the opportunity to interview for the financial analyst position with ABC Company. I enjoyed meeting with you and your team members and believe I would fit into your team and organizational culture since my career goals and interests coincide with your team's goals and focus. I'm convinced that I could make a significant contribution immediately to the ABC Company.

My strong financial analysis skills, background in accounting, and experience implementing Sarbanes-Oxley at XYZ Company uniquely qualify me for this position. My expertise in analyzing and producing financial data sheets would enable me to quickly and accurately process financial records for the newly acquired company. I could also provide insights during the refinement of the processes required under Sarbanes-Oxley.

Although my experience in corporate taxation is a bit thin, I minored and excelled in Taxation at Georgetown University where I developed a solid grasp of the fundamentals of corporate taxation. I am confident in my ability to audit basic corporate returns and would quickly progress in taking on more complex returns over time.

I also bring to the job several important characteristics: My integrity is beyond reproach; I'm detail-oriented, but don't lose sight of the big picture and strategic goals; I consistently meet deadlines; and I'm able to remain focused under pressure.

I think you will agree that I'm a strong candidate for the financial analyst position with the ABC Company, and I look forward to hearing from you.

Sincerely,

Nicole Johnson