

## Cover Letter Example

January 15, 2026

AAA Accounting  
Human Resources Manager  
200 Credit Road  
City, State 12345

RE: Antwon Sayson – Assistant Billing Coordinator Position #540

Dear Human Resources Manager:

Attached is my resume and application for the Assistant Billing Coordinator position advertised on the ABC Accounting website. I am pursuing a career in accounting and believe my skills and qualifications are a great match for this position.

I sharpened my accounting and communication skills working as the school's fundraising treasurer, Student Body Council treasurer, captain of the school's tennis team, and volunteer for annual state-wide food drive.

As the school's funding events treasurer, I introduced a new software system to increase our outreach effectiveness and our efficiency in tracking financial transactions.

As the tennis team's captain, I handled all away-game accommodations, kept financial records, and generated reports.

Through these experiences, I learned to work effectively with a variety of people, to work in teams, and to communicate effectively.

I think my drive for excellence and innovation would be an asset to ABC Accounting.

I look forward to speaking with you about this opportunity. I can be reached at 111-222-3333 or [asayson@isp.org](mailto:asayson@isp.org). Thank you very much for your time and consideration.

Sincerely,

*Antwon Sayson*

Antwon Sayson  
123-456-7890  
[asayson@isp.org](mailto:asayson@isp.org)

Resume Attached

# Antwon Sayson

## Business and Finance

Loch View, CA | asayson@myisp.com | 111-222-3333

### About Me

Building a career in financial services is a natural fit for me—I enjoy working with numbers and solving financial puzzles. I'm hard-working and like challenges.

### Skills

Problem solving, Teamwork, Communication, Quickbooks Online and Fresh Books software, Bondable

### Awards / Accomplishments

Food Bank Volunteer of the Year 2024, YMCA Math Club Coach of the Year 2023

### Experience

#### Cashier

##### **Bern's Groceries Feb 1, 2020 - Still Employed**

Check out customers, process credit and cash payments, balance cash drawer.

#### Coach

##### **YMCA Dec 1, 2022 - Still Employed**

Responsible for coaching the math club which includes setting up competitions and travel arrangements.

#### Volunteer

##### **Food Bank Oct 1, 2021 - September 15, 2021**

Maintained donation and inventory records. Assisted in the warehouse as needed.

### Education

#### High School Diploma

Jun 30, 2023

Johnston High School

Acorn Lane, Loch View CA

#### CTE Certificate

May 1, 2023

Business and Finance Industry Sector

Johnston High, Loch View CA

### References

#### Adrian Brenner

Director 111-222-1234 abrenner@myisp.com

#### Steve Thompson

Manager 111-222-9876 sthompson@myisp.com

### Interests / Hobbies

Old movies, ending hunger, designing websites