

CASEY ESPINOZA

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XYZ Construction
12 Oak Drive
Green City, NJ 56789

To: Frankie Rivera, Office Manager

Dear Frankie Rivera,

I am applying for the open accounting assistant position you have posted on JobsNow.com. I recently graduated from Green City High School with a 3.8 GPA and am currently enrolled at Green City Community College studying Accounting.

During high school, I completed several Business courses with an A average. I have Microsoft Office 365 certification and was named Business Student of the Year at CG High School. My work experience includes being an office assistant in two fast-paced offices, ABC Accounting and Green City Veterinarian Clinic, where I also served as a volunteer. I expect to graduate from GCCC in the spring of 2023 with an Associate's degree in Accounting. Right now, I am a part-time student taking classes online. I am available to work at XYZ Construction full-time, Monday-Friday during business hours. My references are listed on my resume.

I am excited about the possible opportunity to work at XYZ Construction. I am an enthusiastic and dedicated employee, and I am eager to learn. If hired, I will do my best to be a valuable asset to XYZ Construction. I look forward to talking with you soon.

Sincerely,

Casey Espinoza

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