

# Bob Gray

## Senior Accounting Manager

October 1, 2018

Jacqueline Jackson  
HR Manager  
Lansing, Inc.  
350 5th Ave  
New York, NY 10118

Dear Ms. Jackson,

As a longtime customer of Lansing's peerless cloud offerings, I was excited to see the opening for a senior accounting manager. With my experience as an award-winning tax accountant for APC, I know I can use my skill set and knowledge to become a valuable member of the Lansing finance department and team.

In my current position with APC, I've had many responsibilities and achievements that would serve me well as the senior accounting manager at Lansing. APC offers similar services available to their clients, and this would make it a much shorter learning curve than usual. On top of that, my cost reduction projects there have always been successful winners, and I'm sure that I could garner similar results at Lansing, such as:

- Enhanced accounting practices to save over 600 department hours per year.
- Identified missing balance sheet entries, saving over \$300,000 in two years.

Obtaining the senior accounting manager position at Lansing would be a dream come true. I've long been an admirer of your products, and there's no company that I'd rather work for. I know, should I be honored with being given this position, I'd be the envy of my peers!

I would welcome the chance to discuss your current finance and accounting objectives and show you how my successes at APC can translate into cost savings at Lansing.

Sincerely,

Bob Gray

P.S. - I'd love the opportunity to sit down with you and go over how I can bring similar results (12% increase in cost savings) to your office, as well.

## Personal Info

### Address

12-12 Astoria Blvd.  
Astoria, NY 11102

### Phone

(718) 555-1221

### E-mail

bob.gray.zety@gmail.com