

Allen Clarke

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July 28, 2014

Mr. Dwayne Fort
Finance Manager
Shop It. Ltd.
1 Rock St., Unit 22
Trenton, ON
K8P 4Z7

Dear Mr. Fort:

This letter is in response to your advertisement with The Career Centre at Loyalist College for the position of Accounting Clerk.

I have recently obtained my Accounting diploma from Loyalist College which has given me a thorough background in various areas of accounting such as A/P, A/R, payroll, taxation and collection. I completed a one-month placement with Welch LLP Chartered Accountants which gave me the opportunity to prepare and maintain bookkeeping records, input accounts payable and accounts receivable data into the company's computer system, and handle all bank reconciliation matters. I also had the chance to use my communication and interpersonal skills to interact with customers and answer questions, with awareness and sensitivity to cross-cultural communication requirements in order to meet the needs of a diverse clientele. I also performed general administrative duties such as filing, faxing and mailing documents.

I understand that Shop It Ltd. has been named one of Canada's Most Innovative Companies by Canadian Business Magazine. I would appreciate the opportunity to be a part of such a forward-thinking organization and am confident I could positively contribute to your financial operations.

I look forward to hearing from you about this opportunity. I can be reached at (613) 965-5555. Thank you for your time and considering my application for the position of Accounting Clerk.

Sincerely,

Allen Clarke