Friday, April 03, 2009

Terry Jones CPA

Attn: Mr. Jeff Smith

1640 45th Street

Munster, IN 46321

Dear Mr. Smith:

It was a pleasure meeting you and thanks for sharing part of your busy schedule with I. Enclosed please find an copy of my transcript which you requested. I strongly feel my ambition and desire to excel match well with your expectation of a staff accountant with our firm. I look forward to talking with you in a greater details in the near future. May I call you if I have any questions.

Sincerely,

Mary Jane Brown