

Invited Style in Block Format*

Heather Barker
702 Oaktree Terrace
Bridgewater, NJ 08807
609-630-9999

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Mr. John Janson
Human Resources Department
Miller Multiplex Corporation
8 Sumner Court
Haddonfield, NJ 08000

Dear Mr. Janson,

As I read your ad in the *Gazette* for an accountant, I knew immediately that I could offer exactly the solid experience and skills you describe.

While earning my bachelor's degree in accounting at Stockton University, I worked in the financial accounting field full-time. In my present position, I not only have further developed my management and technical skills, but greatly reduced the operating costs and time spent recording routine financial accounting services.

I am convinced that I am particularly well suited to meet the challenges of your position. Within two weeks I will