

**Terry Colemann**

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July 3, 2003

Ms. Carol Stevenson  
Hiring Manager  
Frazier Investment Services  
6490 NW Lexington Court  
Portland, OR 97555

Dear Ms. Stevenson:

I was apprised of the **Accounting Clerk** position through the Employment Services Office at Portland Community College. I am submitting a detailed resume for your review and consideration. Below, I have highlighted the skills and experience that match requirements of the position you advertised.

For the past two years while completing my Business Administration degree, I worked as an Accounting Assistant in the Accounting Department at Upward Bound. In addition to accounts payable and receivable responsibilities, I was often asked to assist with reconciliation of accounts and payroll. I have excellent 10 key skills as well as competency with Microsoft Office Application. My last evaluation noted that I possessed excellent customer service and problem solving skills.

I am seeking an opportunity to interview with you and further discuss my qualifications. I can be reached at the phone number or email address listed above and can interview at your earliest convenience. Thank you for your time and consideration.

Sincerely,

Terry Colemann

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