

**Sample 1 - Accounting application where there has been no advertisement**

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Having recently graduated with a Bachelor of Commerce majoring in **Accounting** from the University of New South Wales, I am very interested in gaining an opportunity to use the skills I have developed in an organisation such as Allied Industries. Allied Industries specialises in taxation advice and I am particularly interested in the area of Business Taxation. However, I would be willing to gain experience in any area you feel is suited to my skills and experience.

I am particularly proud of my academic achievements, having gained a credit average throughout my degree, especially given that I worked part time to support my studies. My most recent work experience was as an **Assistant Accountant** with Professional Accounting Services where I took responsibility for processing the weekly payroll for five employees. I also introduced a new database, which allowed the Tax Agents to track the company's annual operations expenses more easily and I completed a research project on the GST training needs of small to medium sized business in the eastern suburbs of Sydney.

My research shows that Allied Industries encourages teamwork and although I am very comfortable working independently, I prefer to work with others. My excellent teamwork skills were developed both at university where assignments were completed in teams and also in my work as a member of the UNSW Bushwalking Club where I was part of a team of six who organised a trip to New Zealand. My responsibility was to raise the sponsorship funds and account to the university for expenditure.

Enclosed is a copy of my resume and academic transcript for your consideration. I would be very interested in meeting with you to discuss any possibilities and look forward to hearing from you. I am available on Ph: 8888 8888 or via email: j.smith@example.com.

Yours sincerely

John Smith