# JOHN H. SMITH

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August 6, 2005

Mr. James Jorgen
Human Resource Director
Jones Paint and Glass
Salt Lake City, UT 84111

Dear Mr. Jorgen:

Your advertisement for an Accounting/Administrative Assistant posted on the Brigham Young University Hawaii Website immediately caught my attention because my education and training closely parallel your needs.

I am currently completing my Bachelor of Science in International Business Management degree, and have completed requirements for an Accounting Clerk Certificate at the BYU Hawaii School of Business. My education has provided me with a broad knowledge in accounting and computer programs including Microsoft Office and QuickBooks.

As a part-time office assistant at the University's Career Services Center, I have acquired strong skills in processing documents, mailings, faxing, extending customer service, updating databases, and directing phone calls.

After you have reviewed my attached resume for details of my qualifications, I would like to meet with you to further discuss how my skills could benefit Jones Paint and Glass. I can be reached at (808) 275-9999. Thank you for you time and consideration.

Sincerely,

John H. Smith

Attachment