**MICHAEL O. SMITH**  
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January 1, 2013

American Credit Union

Salt Lake City Branch

456 State Street

Salt Lake City, UT 84107

Dear Mr. Jones:

I am a senior at George Washington High School interested in interviewing for the accounting clerk position. I noticed in your job posting that you require skills in Microsoft Word and Excel. I am certified as a Microsoft Office Specialist in Word 2010 and Excel 2010. My certifications prove that I know these programs and can fulfill the data entry and general office responsibilities I would be required to do.

In addition, I am certified in other business applications that I believe would be valuable in working for you. After participating in the Business 101 class at George Washington High School, during my Sophomore year, and receiving my Word 2010 and Excel 2010 certifications, I enrolled in Business 202 for my Junior year. As a part of that class, I studied for and received two more Microsoft Office Specialist certifications in PowerPoint 2010 and Outlook 2010. I enjoyed learning the basics of business and saw a lot of value in becoming certified. Last semester I decided to enroll in the Introduction to Graphic Design class to further expand my knowledge of valuable business applications. During that class I earned two Adobe Certified Associate certifications in Photoshop CS5 and Illustrator CS5.

My skills in these computer applications, as well as my additional experience listed on my resume, make me the perfect candidate for the accounting clerk position. Thank you for your time and consideration.

Sincerely,

Michael O. Smith

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