345 N Monmouth Ave.

Monmouth, Oregon

April 13, 2013

Mr. Chuck B. Evans

National Director of Recruiting

Ernst & Young

787 Seventh Avenue

New York, NY 10019

Dear Mr. Evans:

I will graduate from Western Oregon University next May with a Bachelor of Business Administration in accounting. I am interested in a position in the accounting and auditing division at Arthur Andersen’s New York office. Your firm’s commitment to ongoing education in computer-related auditing courses is particularly attractive to me, and your varied clientele offers the diverse experience I am seeking.

Accounting is for me an exciting, positive career choice. I relish the challenge it presents and have risen to meet it, as is evidenced by my educational achievements. I am a mature person with previous professional experience developed while working with people under demanding, problem-oriented circumstances. My ability to communicate effectively with my colleagues helps to create an efficient work environment. I am a quick, intuitive learner with initiative and a pledge to deliver my best. An association between your firm and myself would be to our mutual advantage. I believe my enclosed resume will support this claim.

I would appreciate the opportunity to talk to you about the career prospects with Arthur Andersen. Therefore, I will call next week to arrange for an appointment.

Thank you for your time and consideration.

Respectfully,

Ima Sooner

Ima Sooner

Enclosure