

\$ARAH WILTON

CPA EXCELLENCE AWARD IN TAXATION

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12 November 2007

Mr J Scott-Hunter
HR Manager
Mooreland Jones
Level 21/Stanford Towers
111 Adelaide Street
Sydney NSW 2000

Dear Mr Scott-Hunter

OPENING FOR BUSINESS SERVICES MANAGER

Even after more than 10 years as a top performing Business Services Manager assisting high-income individuals and major business enterprises within diversified industries, I am still passionate about the delivery of outcomes which enhance my current firm's, and our clients', bottom line.

Within each challenging role of my career I have exceeded expectations and been entrusted with major, critical, client portfolios, consistently producing excellent results. Please consider this brief overview of my contributions and accomplishments, highlighted further in my enclosed résumé:

- Effortlessly increased major clients' fee base three-fold from \$30,000 to \$90,000 per annum.
- Identified incorrect BAS inclusion to save client \$100,000 in GST.
- Secured 40% increase in fees, experienced near zero client write off and increased client base.
- Achieved 50% reduction in tax payable for share recipients under employee share schemes.
- Saved up to 45% in administration time through introduction of new systems.
- Simultaneously manage up to 450 high net worth individual, and multi-million dollar national and international, clients at senior management level.

I am a highly organised, forward-thinking team player, a leader and a motivator, prepared to tackle any challenge. As such I possess the vital ability to draw upon my complex financial analysis skills, the ability to thoroughly understand a client's business and industry and to integrate comfortably with a client's internal structure and financial systems to provide strategic solutions and enhanced profitability.

With excellent written and oral communication and presentation skills and strong IT aptitude I thrive in fast-paced environments that require innovative leadership and decisive action.

Do you believe a personal meeting would be mutually beneficial? I do. I am a passionate, highly skilled and hardworking professional with a proven record of success that speaks volumes. I am confident I will rapidly become an asset to your organisation and believe a personal meeting will be highly beneficial to both parties.

I thank you for your time and consideration.

Yours sincerely

Sarah Wilton
Enclosure: résumé

CANDIDATE SUMMARY

Sarah Wilton – Best Cover Letter

Spelling and grammar are Australian. For your convenience, layout is U.S. standard Letter size.

Sarah Wilton is an exceptionally accomplished Business Services Manager working with high profile national and international top end clients, and with a definite passion for her job.

The bullet points are deliberately short and sharp to enhance the impact of each statement, and the writing is strong and up beat throughout to portray a strong professional who clearly knows her own mind, is totally switched on, and who brings home outstanding results. Though the writing is assertive, the letter finishes with a courteous “thank you for your time and consideration” as a respectful acknowledgement of the reader’s standing and value.

The format is a classic cover letter format as suits a professional, traditional industry, but adds just a little zing by displaying the S in Sarah’s name as a dollar sign, suited to the financial industry, and reference to her award listed immediately below her name in the letter head.