**Firstname Lastname, CPA**  
111 South Main Street | Anytown, State 55555  
H: 111-555-1212 | C: 222-555-1122 | firstlast@example.com

June 20, 20—

**Company X International**  
P.O. Box 500  
New York, New York 10150

Dear Employment Manager:

The overseas position you describe in your recent advertisement in the "National Business Employment Weekly" is exactly the type of position I am seeking! With my diversified international management, finance, treasury, taxes, planning, and consolidations experience, I know I can be an asset to many of your clients. In addition, I speak and read French. From 20–– to 20–– I also studied Business French through classes at Storage Technology Corporation.

Some highlights of my international, finance, and administration experience, which might interest you, are as follows:

* Number two man in Storage Technology's European operations in which annual subsidiary revenues grew in two years from $5MM to $55MM; in addition, we had OEM revenues of $25MM per year.
* Prepared worldwide budgets, plans, and consolidations.
* Established international consulting firm.
* Seventeen years' experience in management and financial controls.

This is only a brief summary of my abilities—there is more to share. As your Vice President of Finance Assistant, I know I can help your company achieve its worldwide goals and objectives in this fast-paced, high-tech environment.

I am looking forward to meeting with you to discuss this exciting, challenging position in more detail.

Sincerely,   
Firstname Lastname, CPA