

SHAWN UKURA

s.ukura@yahoo.com

Dear Hiring Manager,

I am writing to express my interest in the position. I am a self-motivated and progress-driven with an extensive background in this industry. I have developed and executed strategies that I believe will bring value to your company immediately.

Skilled with 10+ years of experience in the industry. Highly adept at handling various responsibilities by prioritizing my tasks, establishing clear deadlines and finding creative solutions to eliminate obstacles. My experience has equipped me with the necessary tools to succeed in this position:

- Invoicing
- Accounting
- Billing
- Customer Service

While I am grateful for the opportunities afforded to me in my prior position, I am ready to embark on a new career path that offers new challenges for me to put my skills to use.

I would greatly appreciate your review of my enclosed resume and outlined credentials. I believe that I can be a valuable addition to your business. At your convenience, I am available for an interview or further discussion. I look forward to your response.

Sincerely,
Shawn Ukura

