

MICHAEL D. WOODS

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[Date]

Sampson Accounting Solutions, Inc.
Attn: Stephen Stone, Chief, Financial Management Division
1234 Rush Mount Blvd.
Falls Church, VA 22665

SUBJ: Senior Budget Analyst Interview

Dear Mr. Stone:

Thank you so much for taking the time to interview me on [date] for the Senior Budget Analyst position. I consider it a privilege to have been considered among those best qualified. To wit:

- **Subject matter expert in budget procedures, reports, and related requirements to compile, organize, and submit budget requests**
- **Familiarity with Treasury Department appropriation accounts, elements of resource, and subsidiary accounts utilized in order to review budget estimates, adjust and reconcile accounts, and research/extract/compile data for reports**
- **Capacity to fully grasp accounting/budgetary terminology, codes, and procedures to ensure that obligations and expenditures are properly recorded**
- **Ability to apply the principles and practices of budget formulation to review, edit, and consolidate budget estimates, and to adjust data on related forms and schedules**
- **Insight to apply administrative budget regulations and procedures associated with the preparation and maintenance of Internal Operating Budgets**
- **Comprehensive knowledge of all phases of the planning, programming, budgeting, and execution system (PPBS) as it is implemented and executed**

I hope that once the matrix is done for all the applicants I will be among those recommended for selection. I look forward to hearing from you in regard to your decision.

All best,

Michael D. Woods