

[Date]

National Association of Health & Children (NAHC)
Washington, DC
Email: hrjobs@nahcorg.org

RE: Your Posting on Non-Profit Times
NAHC Controller in Washington, DC

Dear Hiring Manager (when name unavailable):

Your need for a Controller to implement NAHC's initiatives regarding aging, behavioral health, children and families, and health hit home with my personal values, as my resume reveals. You will note the match between your requirements and my qualifications. Specifically, they are:

- **Accounting degree.** My Master's courses (Business Law, Business Management, Federal Taxation, and Accounting) are deemed equivalent to an accounting degree. In fact, this is what enabled me to sit for the Certified Public Accountant (CPA) exam and attain my CPA.
- **CPA.** CPA designation current. Member of the American Institute of Certified Public Accountants (AICPA) and the Maryland Society of Certified Public Accountants (MSCPA).
- **8-10 years of experience in an association or non-profit organization.** Nearly 16 years of full-time experience, primarily as a Controller, for an historic international labor union with up to 165,000 members.
- **Experience in an organization with multiple entities.** Financial management and controllership experience for up to 900 local affiliates (US, Canada, and Mexico) and corporate headquarters in Washington, DC.
- **Technologically savvy with knowledge of accounting packages.** My fascination with financial technology has led to a passion for financial and accounting packages and software. You will find a listing of my technology skills on page 2 of my résumé.
- **Expert knowledge of GAAP principles.** In-depth expertise with GAAP, FASB, and SOX, as well as compliance reporting (LM-2, Form 990, and all DOL forms).

With years of controllership experience, combined with my talent for process improvements, high ethical standards, and financial technology know-how, I believe I can meet any and all new challenges in financial management and reporting with your organization. My salary requirements are negotiable; I would be happy to discuss them when interviewed. May we talk soon? I'll call you next week. If you prefer to speak to me sooner, please call me on my cell phone, 443-555-0112. Thank you for your consideration and professional courtesy in reviewing my well-qualified candidacy.

Sincerely,

Gerard Kelham, CPA