

Shannon Guidry

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Courtney Mills
Human Resources
Office of Legislative Auditor
1600 North Third Street
Baton Rouge, LA 70804

Dear Ms. Mills:

I am very interested in obtaining a position as a Staff Auditor in the area of financial audit, which will allow me to utilize my knowledge of accounting while providing a professionally challenging new area of employment.

In May of 2005, I completed my Bachelor of Science degree in Accounting at Southeastern Louisiana University. I am presently preparing to take the CPA examination in November of 2005. I hope to join the Office of Legislative Auditor where I can learn, further develop professionally, and build a long-term career in the field of accounting.

I have enclosed a resume and an application that briefly outlines my qualifications. Some key points that I would like to bring to your attention include:

- As a Dean's List student, I successfully completed all accounting and business courses, which have prepared me to apply theoretical knowledge to a real-world environment.
- As Vice President of Finance of the American Marketing Association student organization, I was responsible for maintaining accounting records and for presenting financial reports to the executive body and its members.
- In addition to defraying educational and living expenses, my employment experiences have taught me personal responsibility and the importance of both teamwork and leadership. I also have a strong work ethic of being honest and loyal to an organization.
- Equally strong are my organizational, problem-solving and communication skills. I thrive in fast-paced environments that require independent thinking and decisive action. I am ready to meet new challenges and deliver strong results as a valued member of the audit team.

I am confident that my education and experience to date provide me with skills that would be beneficial to the Office of Legislative Auditor. I appreciate your time and consideration. I would enjoy speaking with you in person to discuss further career possibilities. Please call me at (225) 700-5000 to arrange for a convenient time for us to meet.

Sincerely,

Shannon Guidry
Enclosures