

John Choo

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Date: [Insert Date]

Dear [Recipient]:

Your team is currently looking for [Job Title] and it is a pleasure to come forward as a candidate for the position. You surely have multiple candidates to consider, and I feel obligated to honor the importance of this search to [Company Name] by providing additional information about myself that can't be put into a resume and why I'm choosing to stay in the United States after graduating with my Masters in Accountancy. Hopefully, this letter will help your team build a more comprehensive understanding of my profile.

Firstly, I feel that it's important for your team to gain insights into my professional profile that can't be expressed on a resume. If you were to speak with former teammates and classmates, they'd likely characterize me as someone who enjoys working on teams and gets excited about synthesizing information. In fact, others would likely characterize me as a quick study - I have great respect for intelligence, good judgment, and shared knowledge. So hopefully, these attributes - enjoying challenges, a love of learning, enjoyment working with other smart people - will put me in a position to participate on and lead teams in the future.

Next, your team might want to know why I've chosen to stay in the United States after graduating from the University of Alabama with a Masters in Accountancy. While much of my family is still in China, I have great respect for the American way of doing business and prefer working in organizations that value innovation and individual achievement. I've learned this on the job—in my professional engagements in the US, bosses seem to be more accessible and interested in innovation. The relatively flat structure of American organizations tends to drive creativity, efficiency, and progress and that's very attractive to me.

I understand how important it is to [Organization Name] to find a person who can make a positive impact. It's also important that [Organization Name] find someone who will be a collaborative, organized, and proactive member of the team and that is certainly how others would characterize me. I hope that you have found this letter useful as you consider your pool of applicants and also sincerely hope that we'll be afforded an opportunity to communicate further.

Sincerely,

[Your Name]

[Your Email Address]