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Cavallero 20/8/92*

P.O. Box 57
North Strathfield 2137
Ph. 743-6389

Dear Sir/Madam,

I have completed a Bachelor Of Commerce (Accounting) and have passed the majority of subjects, assuming knowledge of Lotus 123. I also have completed 2 years of this course and now am forced to find employment because of family financial problems.

I find I am a person who takes pride in their work and aim to do things well. I plan to do the best I can for the firm on a long term basis, being keen and eager to learn especially in areas such as law, tax and accounting.

I like the idea that the firm bases reward on merit because this gives me a chance to show my worth and capacity or potential to the firm.

I discovered that I was interested in accounting and tax law when I worked on a part time basis for an accounting firm, John .A. Bonanno & Co., while studying full time. The types of work I performed were: tax returns, learn to use spreadsheet and perform some payroll and general accounting work.

These two years of work helped my personal development and I learnt alot. I got to understand the idea that it is important that the client always comes first and we need to satisfy his needs (company client relations). But I also learnt how to take on responsibility and other aspects which I truly liked about the job. I also worked in a family pizza and cake business in 1986 - 1991 this was also invaluable experience.

I also have taken on other responsible positions, for example in high school in 1989 I was senior school assistant to the school canteen and I also organised young age groups at both swimming and athletic carnivals.

Although I have studied, worked and taken on responsibility I like to have fun and go out with friends dancing or to the movies or anything that we mutually like. We also like some of the same sports such as ten pin bowling, cricket and tennis.

Since my parents are Italian, I got to learn the Italian language from a young age and looking back over the years I am glad that I did.

I like the idea of working for the firm for many reasons: because it it will offer me the advantages to be treated as an individual knowing that the company has my best interests in mind, while having the company's interests at heart.

Another benefit is that it is a friendly and informal working environment and also the idea that I would be continually trained in order to update my knowledge.

Thank you very much and I hope to attend an interview at some time in the near future.

Your faithfully,

Frank Buta