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TOOLS FOR TRANSITION SAMPLE COVER LETTER

April 14, 2016

Confidential Company
Los Angeles, CA

RE: Corporate Controller open position

I would like to present my attached resume in response to your posting for a Controller. Since 2003 I have been the Controller for a confidential company, a multi-state corporation that rents and sells portable air conditioning and heating units. I understand many facets of the construction industry through my experience with this company.

During my tenure, I contributed to the company in multiple ways such as:

- I created a scalable financial infrastructure as the company grew from 5 to 26 locations nationwide, including the development of two new departments for National Accounts and Government sales.
- All aspects of accounting operations were under my responsibility including monthly close, consolidations, AP/AR, payroll, cash flow management, and account reconciliations. This also included significant work with FP&A, audit management, multi-state sales tax, and budgets.
- The business owners relied on my work to present accurate and complete financial & management reporting. I was the point of contact for CPA's, bankers, attorneys, auditors and insurance agents.
- I oversaw two ERP system implementations as the complexity of the company grew.
- I was instrumental in the successful sale of the company in December, 2015, contributing extensively by handling due diligence.

The early part of my career was in Australia, where I attained the status of CFA, Chartered Financial Analyst. It is a similar professional designation as a CPA in this country. I am non-practicing, but that professional training and examination has been a foundation of my career here in the United States. I am a United States citizen.

I have been privileged to have worked with a wonderful team of people. I look forward to finding a position in a new environment that has similar core values and enthusiasm to develop and grow the business.

I am in the general salary range of the low \$100's with full benefits. I know I can make an immediate contribution as Controller and I look forward to speaking.

Best regards,

Michael McKenna

Attachment: Resume – 2 pages