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Date: [Insert Date]

Dear [Recipient]:

Your organization is currently on the search for [Job Title] and it is a pleasure to come forward as a candidate for this position. You surely have multiple candidates to consider, and I feel obligated to honor the importance of this search to [Organization Name] by providing additional information pertaining to my professional history and circumstances that may help you build a more comprehensive understanding of my candidacy. What follows are brief discussions of pertinent details about individual positions and gaps in my employment history as reflected on my resume and also about my geographic flexibility as a candidate.

With respect to my recent professional history and the brief gaps in employment, it is important to highlight the dynamics of free standing medical clinics in recent years and also the good fortune that CPAs with public accounting experience have with respect to smoothing the transition from one position to another. As you'll see on my resume, for the 15 years between 1996 and 2011 my career centered around free standing medical clinics—medical offices usually owned by groups of physicians who employ a finance and administrative lead, teams of nurses, and clerical personnel to run those parts of the operation that the physicians do not. My departure from each of the three positions I held during this 15-year period resulted from a wave of consolidations in the industry—larger medical organizations went on a buying spree and purchased many of the free standing medical clinics. Each of the three organizations that employed me was ultimately purchased by a larger player, and when they were integrated into the buyers' organizations, my position was routinely eliminated—the accounting, finance, and administration functions were absorbed by their existing teams. You'll also notice that there are a couple of gaps in my professional history—notably between February 2011 and October 2012 and it's important to note that during these times I worked, enjoying supplementary income from consulting arrangements with small businesses and individuals seeking advice on and preparation of tax-related concerns.

Also, it is important to describe my geographic flexibility at this point in my career. Most recently, my family and I enjoyed living in Boise, and in recent years my children have gone to college and Boise's economy has been relatively stagnant. My wife and I both grew up in Northern California (Moraga and Sacramento, respectively) and we are fond of the area. We have family and friends who live all over the Bay Area and a good portion of my career took place in Northern California, so we would like to move back here. So, my household is fairly flexible regarding our next location and during my job hunt, I am fortunate enough to have friends and family with whom I can stay while on the search. I'm generally available for in-person interviews anywhere in the Bay Area (including Sacramento and the surrounding areas) on short notice and am certainly available any time with a couple of days notice.

I understand how important it is to [Organization Name] to find a person who can contribute in this role. It's also important that [Organization Name] find someone who will be a collaborative, innovative, driven, and proactive



member of the organization and that is certainly how others would characterize me. Particularly, others have noticed my ability to spot opportunities for performance improvements, to design ways to realize those improvements, and to successfully manage the process of bringing about changes that positively improve performance. 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 about this opportunity.

Very truly yours,

[Your Name]

[Your Email Address]