

The Cottage
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11th March 2010

Dear Ms French,

Senior Web Analytics Manager

I would like to apply for the position of Senior Web Analytics Manager. I am a highly experienced and competent e-Commerce professional, keen to further my career in a dynamic research environment.

Recent achievements within my current role include:

- In charge of setting up the financial department and financial activities in the company.
- Setting up financial procedures such as expense reports, accrual procedure and daily cash flow management.
- Daily management of the company' s finances including month-end procedure, invoice collection, managing expenses and cost-cutting, forecasting cash flows, producing management reports.
- Working with the company' s external auditors and CEO to complete statutory accounts and tax filings.
- Working with all departments to install appropriate internal controls and to monitor regularly
- Responsible for HR duties such as the monthly payroll.
- Managing supervisors and other employees.

Present Research' s recent acquisition of the ResAcad Foundation and the company' s interest in pursuing opportunities in the European market, suggest that my experience and my language skills would be a useful asset in developing this enterprise.

I am committed to achieving business targets through continuous improvement. I would welcome the opportunity to discuss how I would enhance your team and would be delighted to attend an interview.

Yours sincerely,

James Morrison