

Janis English
5047 N Oriole Avenue
Toledo, Ohio 43506

July 7, 2010

Ms. Cynthia Kennedy
Manager
Sears Tower

Dear Ms. Kennedy:

Dr. Carr, professor of accounting at Defiance College, suggested that I contact you. He thought you would be in an excellent position as an alumna to assist me with a career decision.

As an accounting student, I am exploring which career path to pursue. Public accounting, management accounting and IRS work all sound interesting to me at the point, but I want to get into my campus interviews next semester with a clear sense of direction. I would like to get your advice on the long-term career implications of each path as well as a better handle on the day-to-day activities of a CPA.

I shall call you next week to see if we can arrange a brief meeting at your convenience. Thank you for considering my request.

Sincerely,

Janis English