

12975 Moreno Beach Drive
Moreno Valley, CA 92555

October 4, 2011

Mr. Jake Ryan
Director of Accounting and Finance
Fantasy Springs Resort Casino
84-245 Indio Springs Parkway
Indio, CA 92203

Dear Mr. Ryan,

I am applying for the position of Audit Revenue Clerk. As a current employee of Fantasy Springs Resort Casino, I am seeking an opportunity to transfer from my current department in Entertainment to the Accounting and Finance Department. I have recently graduated from California State University, San Bernardino, with a Bachelor of Arts Degree in Business Administration with a concentration in Accounting. With this degree, I have gained the experience required to fulfill the duties this position seeks. ^{Also} And as an employee of Fantasy Springs, I am capable of performing these duties under the standards ^{requires} (this) organization implies.

The Company's Mission

I have been a valuable employee of Fantasy Springs Resort Casino for five years. I understand the policies, procedures and principles that this organization expects its employees to follow. The mission statement is "to create a memorable entertainment experience for our guests by exceeding each guest's expectations". The guests come first. The attention we give our guests make them feel elite, giving them the experience that will make them come back to the property over and over again. Whether it's winning big on the casino floor, eating a delicious meal at our many fine dining restaurants or staying at our luxurious 12-story resort, I ^{help} contribute my part in this organization, along with my fellow coworkers and managers, on making sure the guests will experience what we are locally awarded for: a Premier Palm Springs Gaming Getaway Destination.

The Accountant's Mission

I have been devoted in the education of the accounting principles. In my current position in the Entertainment Department, I deal with the customer service aspects of providing information regarding the entertainment scheduled to perform in the Special Event Center (SEC). I help guests ensure that they have the best time at the live concerts held inside the SEC. At the end of my shift, I fill out all revenue forms and submit reports ^{to} the Accounting and Finance Department requests. I am familiar with the accounting database system the company uses since I took courses at CSUSB to be comfortable with any accounting computer-based software. With my accounting experiences I obtained in over 60 units of accounting course, plus internships I took

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part of during my studies, I am confident enough to do the basic procedures and principles this accounting department follows.

The Applicant's Mission

I am dedicated to the limit. Whether in my education or workmanship, I will put 100% of my effort to ensure your expectations are beyond even my own. I have been praised for my work ethics in many ways that I often don't brag on the lavish rewards I receive, but the appreciation I am humbly given. I have put my education and Fantasy Springs Resort Casino first in my priorities. Now, I would like to put this organization first as I have gain the knowledge at California State University and the understanding within FSRC to firmly help guide the Accounting and Finance Department in maintaining the policies, procedures and principles the organization follows.

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wrote I have submitted an Internal Employee Transfer/Promotion Request Form along with my updated resume to the Recruitment Office in the Human Resource Department. Although not required, I ~~constructed~~ this letter to give you an insight on how I can be a great asset to your department as I am in my current position. Thank you for your consideration. I look forward to hearing from you.

Sincerely,



Orlando Peña

Suggestion: if you really wants the job I would suggest that you put your email, phone number or call them back.