

Account Assistant Cover Letter

498 Elfrieda RestValeneborough, WV 96490-4527

Dear Campbell Cruickshank,

In response to your job posting for account assistant, I am including this letter and my resume for your review.

Previously, I was responsible for creation and/or revision of documents created in Microsoft office applications; i.e.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Familiarity with Concur, Photoshop and asset management systems
- At least a diploma or higher qualification in related field
- Able to take direction and work resourcefully, quickly, and
- A financial designation such as CMA or CGA is preferable
- Preferred experience with Oracle Financials
- High energy – works well in a fast paced environment
- Experience in accounting/budgeting preferred
- Have a “can-do” positive attitude, inventive approach to problem solving, high customer service standards and be keen to take ownership of issues through to resolution

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Reese Borer