

# Accounting Associate Cover Letter

19458 Gayle Lane Smithview, TN 52373

**Dear Corey Koch,**

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

In the previous role, I was responsible for financial analysis and recommendations for management team, and to prepare monthly financial reports, including budget variance, P&L, cost accounting, cost of sales, and more.

Please consider my qualifications and experience:

- Working knowledge of automated accounting system is essential
- Oracle Financials 11.5 and R12
- Proficient on 10-key adding machine
- Proficient Excel and Word programs
- Demonstrated proficiency at issue identification and communication to management
- Project cost background
- Efficient and accurate data entry
- Proficient in using Quickbooks and Excel

**I really appreciate you taking the time to review my application for the position of accounting associate.**

Sincerely,

Gray Erdman