

# Accounting Coordinator Cover Letter

24845 Jolyn ShoresSchuppemouth, FL 49421-4839

**Dear Avery Bauch,**

I submit this application to express my sincere interest in the accounting coordinator position.

In the previous role, I was responsible for technical accounting guidance to the extended PS MEA team – including commercial, sales and sub region finance teams.

My experience is an excellent fit for the list of requirements in this job:

- Assist with process improvement projects as assigned
- Experience and working knowledge of AS400 system and Microsoft Office programs, especially strong Excel/Word skills
- Finance, or other related field preferred
- Strong PC literacy (Excel, Word, PowerPoint) and integrated database
- Computer proficient (EXCEL, WORD, GOOGLE MAIL, GOOGLE CALENDAR
- Type 40 WPM (No Errors) and 10 Key by Touch
- Proficient in MS Excel, MS Word, and MS Outlook
- Able to manage multiple responsibilities and identify/resolve problems independently in a timely manner

**Thank you for considering me to become a member of your team.**

Sincerely,

Finley Brekke