

Accounts Executive Cover Letter

64362 Arnolfo CourseThielshire, FL 89574-0146

Dear Haven Durgan,

I am excited to be applying for the position of accounts executive. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for effective leadership and management of a continuous improvement discipline for all products and support processes which will provide increased financial and customer benefits in the areas of cost, quality control, price, and competitive value.

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

- Able to process high volume transactions
- Monitor and support taxation and GST requirements
- Prepare for financial audit and coordinate the audit process
- Self motivated to learn and participate in new concepts of accounting
- Diploma in Accountancy or partial ACCA or equivalent
- Familiar with MS Office applications (Words, Excel, PowerPoint)
- Familiarity with MYOB software
- Familiarity with Pivot table, Vlook-up

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

Sincerely,

Stevie Durgan