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# Example of Accounting & Audit Cover Letter

510 Bailey Crossing
Port Tamaraburgh, SD 31945-8823

**Dear Lennon Osinski,**

Please consider me for the accounting & audit opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for financial accounting, analysis, reporting, internal controls, and process improvement support to a Federal Client.

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:

* Knowledge of Sun, Opera, Micros & Oasys
* Administrative skills / strong Excel skills
* Able to work in the US without sponsorship (OPT, CPT, H1-B)
* Proficiency in Tableau, VBA and other computer applications is highly preferred
* Report any unresolved conflicts or significant matters potential PSR failures timeously to the PSR partner/associate director
* Experience as a senior manager on a listed entity
* Participation in practice office reviews
* Have a minimum 3.0 GPA in major and overall

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

Sincerely,

Rowan Lemke