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# Example of Accounting & Audit Cover Letter

36905 Diann Mountains  
Mitchellberg, WI 62590-0052

**Dear Tyler McGlynn,**

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

In the previous role, I was responsible for primary support in managing the Sarbanes-Oxley Section 302 and Section 404 efforts as they relate to financial reporting, including processes related to certifications.

Please consider my qualifications and experience:

* Able to work in the US without sponsorship
* Strong knowledge in International Financial Reporting Standards and US GAAP
* Hands-on and able to step in to assist staff if needed
* Work in time sensitive environment
* Experience with Microsoft Office Suite (Word, Excel, Office, PowerPoint .)
* Outstanding academic performance with a GPA of 3.0 or above preferred
* Experience within an ERP environment
* Proficient in SQL, BI data visualization tools

**Thank you for taking your time to review my application.**

Sincerely,

Sawyer Mueller