

Accounting Staff Cover Letter

430 Lenny Forest Kulasview, OH 36716-5525

Dear Shae Lockman,

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

In my previous role, I was responsible for strategic and day-to-day management of the general accounting function, working directly with the Director of Accounting.

Please consider my experience and qualifications for this position:

- Preferably a graduate of Bachelor of Science in Accountancy or a Certified Public Accountant
- Self-starter, hardworking, has eye for details, and focus
- Team player, determined, can multi-task and willing to work on different shifts and on extended duty hours
- Knowledge of productivity systems and FTE calculations desirable
- Excellent computer skills including MS Excel, Outlook, PowerPoint, Word and an aptitude to learn new software and technologies
- Work Experience as Accounting in foreign company
- Education requirements met to sit for CPA exam preferred
- Prior accounting experience with GL accounting systems, TRECS Software, ORACLE and Hyperion preferred

Thank you for taking your time to review my application.

Sincerely,

Brooklyn Ankunding