

Finance Admin Cover Letter

714 Parker ValleysNorth Julio, GA 07148-8100

Dear Royal Rodriguez,

I submit this application to express my sincere interest in the finance admin position.

In the previous role, I was responsible for finance and accounting support for key operational projects and objectives, including business plans, new business, forecasting and analysis and tax initiatives.

Please consider my experience and qualifications for this position:

- Proficiency in using Pivot tables is an advantage
- Business and personal computer hardware, and Microsoft Office applications, particularly Excel, Word, and Outlook
- Accounts payable, accounts receivable or claims systems and procedures according to area of assignment
- Principals of mathematical and statistical computations
- Leadership and training techniques and methods
- Responding to inquiries or complaints from management, vendors, regulatory agencies and members of the business community
- Operating 10-key by touch
- Proficiently reading, writing and speaking in English

Thank you for your time and consideration.

Sincerely,

Dakota O'Reilly