

Financial Reporting Analyst Cover Letter

2138 Earle Islands New Iraton, NM 98063-0937

Dear Marion Leffler,

In response to your job posting for financial reporting analyst, I am including this letter and my resume for your review.

Previously, I was responsible for accounting support to field finance, to ensure lease-related transactions are recorded in accordance with US GAAP and DPSG Accounting Policy.

Please consider my experience and qualifications for this position:

- Experience with publicly traded corporations, financial institutions, accounting firms and SEC filings preferred
- Demonstrated drive to improve, learn, research, and resolve issues independently and/or with others
- Intermediate to advanced Microsoft Excel skillset
- Proficient with Microsoft Word, Excel and Access, and PowerPoint
- Experience with software systems and query tools to mine specific data (experience with query tools such as Oracle, SQL, Cognos
- Assist in the month-end financial close process, including the preparation of various monthly journal entries, supporting analysis schedules, and monthly account reconciliations
- Assist in the preparation of the Company's internal financial reporting package
- Research complex technical accounting and reporting issues to ensure compliance with U.S. GAAP including drafting accounting memorandums

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

Sincerely,

Dakota Cole