

# Tax Consultant Cover Letter

832 Korey Ranch West Denita, AL 27330-7886

**Dear Riley Hackett,**

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

In my previous role, I was responsible for escalated, second-level support for all end user hardware and software including the operating systems, office applications, various custom applications, printers and more.

My experience is an excellent fit for the list of requirements in this job:

- Strong oral and written communication skills being able to communicate effectively via printed material, telephone, and through other electronic service means
- Gather and succinctly articulate, in a manual (or similar), relevant information into 'the way we work'
- Negotiation and persuasion
- Knowledge of payroll taxes and taxing authorities
- Opportunity to prepare income tax returns for individuals, corporations, partnership and trusts in accordance with the tax legislation
- Solid work ethics
- CPA or CFE preferred or working toward certifications
- Currently pursuing and have an ambition to pursue a professional qualification (ACCA, CPA)

**I really appreciate you taking the time to review my application for the position of tax consultant.**

Sincerely,

Phoenix Kassulke