

Sierra Towns

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Dear Human Resources Department

I hope that this letter finds you well. I am sending this letter to in response your advertisement for a book-keeper. The job entails completing data entry, collecting transactions, tracking debits and maintaining financial records. These are skills that I have obtained through experience and through education. You need someone who is highly organized and can met strict deadlines. These are qualities that I possess and can't wait to use in your company.

I am excited to have the opportunity to apply for a position at your company. Your business is well known for its innovative processes which makes you a leader in the Accounting field. As a member of you organization, I would add value to the firm with my own innovations doing tax preparations including software I designed to assist customers with prepare their taxes. In addition, my skillset includes proficiency with Microsoft Excel, Word, PowerPoint, and QuickBooks. Furthermore, I admire you company's accomplishments in the form of charitable contributions. As a dedicated member of my local community, I volunteer feeding homeless individuals in the area. Considering our similarities, I believe that I would be a good fit for your company. I look forward to corresponding with you more soon.

Very Respectfully,

Sierra Towns

Accounting Specialist