Reference: Senior Accounting Clerk

Dear Sir or Madam,

I am submitting this application for the position of Senior Accounting Clerk that your company has recently advertised at the jobsDB.com.

I am currently working as an Accountant II in an accounting firm which I have been worked for almost 3 years. With the eagerness of being an accounting professional I am currently processing the CPA examinations in Hong Kong which makes me an excellent candidate to this position. I am confident that I would be beneficial and be one of the best contributors if I can be given the opportunity to work for the Company.

With a Bachelor degree of Accountancy from the Queensland University of Technology in Australia, I have the full understanding of the accounting works and requirements. I was selected for an overseas internship opportunity when I was studying in Hong Kong which gave me more experience of working in multinational organizations.

My roles and responsibilities with my current employer are as follow:

* Perform full set accounting work;
* Prepare audit schedules, financial statements and reports;
* Assist superiors to complete ad hoc assignments;
* Analyze the schedules and breakdown of the Financial Statements items;
* Supervise the junior to complete the accounting work for clients;
* Reviewing jobs done by the junior;
* Reconcile bank statements with general ledger;
* Using accounting software MYOB;
* Assigned as dedicated person to communicate and work at client locations; and
* Perform accounting works independently.

Thank you so much for your time and consideration. I have enclosed my resume for your reference. I look forward of having the opportunity to meet and introduce further about myself.

Sincerely,

Isis Sin-ting Ho

July 7, 2017

**Resume of Isis, Sin-ting, HO**

**Personal Particular**

Contact : +852 6338 4063 Current Salary: $14,700 Expected Salary: $18,500

Email : [isishost@gmail.com](mailto:isishost@gmail.com) Earliest availability : End of August 2017

**Academic Experiences**

|  |  |
| --- | --- |
| 2015-Ongoing  2011-2014 | CPA Australia Examinations (completed 3 out of 6 subjects)  Bachelor of Business Accountancy, Queensland University of Technology |
| 2009-2011 | Associate Degree of Accounting, Hong Kong Community College of Hong Kong Polytechnic University |
| 2005-2009 | Po Leung Kuk Ma Kam Ming College |

**Working Experiences**

|  |  |  |
| --- | --- | --- |
| 2014-Ongoing | | Harris Corporate Solutions Limited – Accounting Services Department (dedicated responsible of full set of accounting to law firms, trading companies, manufacturing companies, food and beverage companies) |
| 2009-2014 | Instructor of Chinese Musical Instruments (Pipa Grade 9) – Part Time | |
| 2011 June-July | Accounting (Internship), The People’s Insurance Company of China in Beijing | |

**Professional experiences and Group Activities**

|  |  |
| --- | --- |
| 2011-Ongoing | Member of CPA Australia |
| 2013-2014 | Head Secretary of Macau Student Association, Australia |
| 2011-2013 | Secretary of Macau Student Association, Australia |
| 2011-2012 | Mentor of QUT International College, Australia |
| 2011 Jun-July | Hong Kong Community College - Internship Program |
| 2010-2011 | Hong Kong Community College - Social Service Society |

**Voluntary Services**

|  |  |
| --- | --- |
| 2008-Ongoing | Queen Mary Hospital Hospice Centre - Li Ka Shing Foundation Hospice Service Program |

**Additional Information**

Software: Microsoft Word, PowerPoint, Excel, Access, MYOB

Language skills: Cantonese, English, Mandarin (All Fluent)

**References**

Paul Bonny – VP of Wells Fargo Bank N.A.

### Simon Lok Chun Kit – Certified Public Accountants of ACCA and HKICPA