

Dean Gadberry
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To whom it may concern,

I am writing to inform you of my interest in your job offering: Financial Operations Associate. It is my pleasure to tell you that you may finish your search for a qualified, driven individual to fulfill this role. I recently viewed this listing on indeed.com, and did not hesitate to apply immediately.

I am currently working with Classy Closets of DFW in an accounts payable/receivable & payroll position. I am intimately involved in the operations of this small business. Within this role, I have led our accounting team in compiling standard operating procedures. I have written over 200 pages of information regarding our QuickBooks standards, Customer Relations Management, and Record Keeping. My skills are esteemed by my colleagues and managers.

I am interested in joining a company which values, not only my skills, but also my integrity, inclusivity, and excellence; a company which is committed to the success of their community.

I am excited to indulge in the opportunity to thrive on providing exceptional client services while living a true work-life balance.

I look forward to hearing from you.

Sincerely,

Dean Gadberry
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