

Jerrod King
Seattle, Washington
223-555-0105
jerrodking4@email.com

April 30, 2023

Dear Hiring Manager,

My name is Jerrod King, and I'm writing you today to express my interest in the Accounting Assistant job at Waysmith-Crane Enterprises. I recently graduated with a Bachelor of Science degree in accounting, and I have three years of experience in accounting positions. I'm adept at creating financial reports, processing transactions, tracking budgets and assisting in audit preparation. My systematic, goal-oriented approach to accounting allows me to help the organizations I support stay compliant and meet their financial objectives. I'm eager about the opportunity to bring my skills to Waysmith-Crane Enterprises. I've spent three years as an Accounting Intern for the Heldboro Educational Foundation. I helped this non-profit keep detailed records of their expenditures, like payroll, supplies and travel, to help them ready for tax preparation. I also created and analyzed weekly reports, summarizing key findings in a regular email to the accounting team. I supplemented my accounting duties with general office support, answering phones, responding to donor emails and filing hard copies of financial documents. I implemented a new filing system to improve the organization's records, for which the office management staff recognized me as Intern of the Month. I'm drawn to Waysmith-Crane Enterprises because of the reliance on modern technology to improve financial reporting and analysis. During my time at Sweetstate University, I worked with a broad range of accounting software, and I enjoy learning new programs to analyze financial data and create real-time forecasts. I also appreciate the value your team places on collaboration. At the Heldboro Educational Foundation, I worked alongside two Staff Accountants and a Financial Director, who each ranked my performance 5/5. I thrive when supporting busy teams moving toward a common goal, and I'm thrilled to learn Waysmith-Crane Enterprises functions the same way. Upon carefully reviewing the job description, I'm confident that my technical literacy, diligent accounting skills and passion for teamwork make me an excellent fit for Waysmith-Crane Enterprises' finance team. I'm available for an interview during business hours Monday through Friday all month, and I'm happy to answer any questions you may have about my background. I appreciate your time in considering my application.

Regards,
Jerrod King