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The Design School Students  
Arizona State University  
Tempe, AZ

Dear Hiring Manager,

I am writing to apply for the Accounting position at The Design School. As a motivated undergraduate student majoring in Business Administration, I am eager to leverage my skills in data entry, financial processing, and database management to support your team in processing various financial transactions.

Throughout my academic career, I have developed strong organizational skills and attention to detail, which I believe are crucial for success in this role. I have experience using Microsoft Office applications, particularly Excel, where I am proficient in using complex functions for data analysis and creating detailed spreadsheets. Additionally, my familiarity with Google Suite and Outlook has prepared me well for managing correspondence and collaborating effectively with team members.

My previous internship at [Insert Internship Company] involved maintaining office databases and assisting with financial document processing. This role allowed me to gain practical experience with reconciliations and the intricacies of financial transactions. I am adept at working independently and am a fast learner, which enables me to tackle tasks efficiently and effectively.

I understand the importance of confidentiality in processing financial information and have demonstrated a professional disposition in both attitude and appearance while interacting with various stakeholders. My experience with data entry and financial processing has instilled a strong commitment to accuracy, ensuring that all financial records are maintained without errors.

I am excited about the flexible hours offered by this position, as I believe it aligns well with my academic schedule. I am available to work between 8:00 AM and 5:00 PM, Monday through Friday, and I look forward to contributing to administrative projects as needed while supporting the financial operations of The Design School.

Thank you for considering my application for the Accounting position. I am enthusiastic about the possibility of contributing my skills in a dynamic environment that fosters creativity and innovation while supporting essential functions. I look forward to discussing how my background and proactive approach can be an asset to your team.

Warm Regards,  
Armaan Sood