Jordan Merritt

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December 21, 2021

Human Resources

Municipality of North Grenville

285 County Rd 44,

Kemptville, ON

Dear Human Resources:

As a graduate of the Algonquin College Bookkeeping Diploma program, I am writing to express my interest in applying to the Accounts Receivable Clerk with the North Grenville Municipal office, code “FIN-2021-004”. My experience aligns with the responsibilities outlined in the posted job notice, and I believe I would be a valuable addition to your team.

My recent tenure as a Banking Advisor with Royal Bank of Canada has allowed me the opportunity to develop skills in the financial sector. I have experience in posting client transactions timely and accurately, provide excellent client service and conflict resolution, and balance various tasks by priority. While my time as a Banking Advisor has built a foundation of financial skills, I excel at:

* Providing clear and concise written and verbal communication
* Detailed recording of information according to standard procedure
* Working independently on tasks while coordinating with an entire team to achieve shared goals

In addition to my experience in the financial services industry, I have developed proficiency with the recording and analysis of inventory tracking and costing through Excel spreadsheets as a Kitchen Manager and Head Chef. My experience in kitchens fostered the ability to work efficiently while gaining leadership skills managing a full team.

Please review my attached resume for additional information regarding my education and work experience. Do not hesitate to reach out if you have any questions or clarification of my experience.

Thank you for your consideration,

Sincerely,

Jordan Merritt