Jarred Heer

(608) 732-8906

heer.jarred@gmail.com

October 5, 2020

Dear Hiring Manager,

Thank you for the opportunity to apply for the Accounting Specialist position that is now available at Trane Technologies. As someone who excels in the fields of accounting and finance, I believe with my experience with departmental and master budgets for multiple startup companies that my skills would be very applicable to this role. I am also very familiar with the type of work performed by Trane Technologies, which is a world leader in creating comfortable, sustainable, and efficient environments.

While working at my current job, I was the leading bookkeeper for a freelance CFO who works with a number of startup companies trying to get off the ground. This position allowed me to have an outstanding overview of the entire budgeting process, and the financial records. I have been able to work closely with some very bright and talented individuals that have taught me a lot about the world of business.

I graduated with a BS in economics from the University of Wisconsin-La Crosse. I have always been a naturally inclined mathematics person, but my education has allowed me to perfect my mathematic skills, communication skills, and my ability to be a team player. I possess an impeccable work ethic and am able to meet tight deadlines. With the experience I have gained as an economics student and in my professional career I have experience with and am proficient in a variety of software and data management systems and languages such as: Excel, Tableau, R, SPSS, SQL, and QuickBooks.

Thank you for your time and consideration. I look forward to hearing more about Trane Technologies and the Accounting Specialist role as well as sharing more details of my experiences and motivations with you.

Sincerely,

Jarred Heer