Jarred Heer

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Dear Hiring Manager,

I would like to introduce myself as an applicant for the Client Accounting Assistant position at Sidley. As an economics graduate from the University of Wisconsin La Crosse, I am excited to be applying for this position. Over the past 4 years, I have become knowledgeable and well-versed in the field, and feel confident in my ability to deliver in this position.

During my academic career, I studied a variety of courses that have given me the knowledge I know I need to be successful in the field of finance. I was fortunate to have the opportunity to learn about macroeconomics, microeconomics, finance, project management, business, accounting, human resources management, data analysis, as well as other fields of study within the college of business. I have completed many group projects and am more than capable of working in a team. I am an individual who pays very close attention to detail. I have the ability to solve complex financial issues, and I possess strong analytical skills. My oral and written communication skills are stellar, and I perform well in fast-paced environments.

Throughout my life I have been a natural mathematician. In high school, I took advanced math courses, college math courses, and I was a mathlete. I love completing tasks that challenge me even if it means I don’t always succeed because at least it gives me an opportunity to learn. My time as a student has also given me the opportunity to become proficient in a variety of Microsoft Office products such as Excel, Power Point, and Word. I have also gained proficiency in SQL and a variety of software and data management systems such as Tableau, R, and SPSS.

Thank you for your time and consideration. I look forward to learning more details about the Client Accounting Assistant position and about Sidley as well as sharing more details of my experience and motivations with you.

Sincerely,

Jarred Heer