Donna Robbins

Accountant

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4 April 20XX  
Hiring Manager  
ESG Financial Services  
5678 Mountain Drive  
Denver, CO 12345

# DEAR LILLI ALLIK,

I am writing to express my interest in the accountant position at ESG Financial Services. With a Bachelor of Science in Accounting, a minor in Business Administration, and several years of hands-on experience in both public accounting and private sectors, I am confident in my ability to provide valuable financial solutions to your organization. My expertise spans income tax preparation, financial statement preparation, and general ledger accounting, with a strong background in GAAP compliance.

Currently, as an Accountant at Trey Research, I support a wide range of clients, from individuals to businesses, delivering accurate and efficient accounting services. My attention to detail, ownership mentality, and collaborative approach have enabled me to identify and implement strategic solutions that enhance financial processes and support business growth. Additionally, my proficiency in Microsoft NAV Dynamics, QuickBooks, and cashflow management ensures that I can handle the financial complexities of a diverse client base.

I am particularly drawn to ESG Financial Services because of its commitment to supporting women and minority owned businesses. I would be thrilled to bring my analytical skills, organizational abilities, and passion for accounting to contribute to your team’s success.

Thank you for considering my application. I look forward to the opportunity to discuss how my qualifications align with the needs of your organization.

Sincerely,  
Donna Robbins