

Feb 10, 2023

Mr. Bruce Toone
General Partner
Toone & Associates, LLP
8 Granite Place #34
Gaithersburg, MD 20878

Dear Mr. Toone,

I'm an Enrolled Agent and a Chartered Financial Risk Manager with more than 10 years of managerial experience looking for an opportunity to apply my skills in new ways, and I'd love to bring my expertise and enthusiasm to your growing firm.

You need an experienced Tax Accountant who has prepared and reviewed tax returns for entity clients and individuals, I have done it. You need an assistant who has performed business structure analysis and generated financial reports, I have done it. You need an accountant who has taken care of small business and bookkeeping clients, I can help.

As an individual contributor, I can work well in a team and make a difference. I have a strong work ethic, a commitment to personal and departmental success. I'm flexible in adapting to the changes, and I am always willing to go the extra mile no matter what the tasks.

I have attached my resume for your review, and I look forward to discussing how my expertise to serve your needs. I can be reached at (202) 845-6647.

Sincerely,

Greg Feng