
JORDAN THOMPSON

123 Anywhere St., Any City, ST 12345

123-456-7890

hello@reallygreatsite.com

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PROFESSIONAL SUMMARY

Detail-oriented Senior Accountant with **extensive experience** in managing financial records and ensuring compliance with accounting standards.

SKILLS AND PROFICIENCIES

Financial Analysis
Tax Preparation
Strategic Budget Planning and Forecasting

COURSES & CERTIFICATIONS

Certified Public Accountant (CPA)
Certification
National Accounting Association
March 2020
Achieved CPA certification after successfully passing all required exams

Chartered Global Management
International Accounting Institute
Accountant
September 2018
Certified in management accounting with global recognition for expertise

WORK EXPERIENCE

Senior Accounting Manager
ABC Financial Services
June 2019 to Present
Oversee monthly financial reporting processes and ~~manage~~ manage tax compliance and preparation

Accounting Supervisor
XYZ Corporation
August 2015 to June 2019
Led a team in preparing financial statements accurately
Implemented new accounting software to improve efficiency

Junior Accountant
DEF Accounting Firm
May 2012 to July 2015
Assisted in the preparation of tax returns and filings
Supported senior accountants with audits

EDUCATIONAL BACKGROUND

University of Finance and Business
Anytown, USA
Master of Science in Accounting
May 2012

College of Business Studies
Anytown, USA
Bachelor of Arts in Accounting
May 2010
Graduated with Honors

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November 22, 2025

Natalia Lowe

Hiring Manager for Finance
ABC Accounting Services
123 Anywhere St., Any City, ST 12345

Dear Ms. Lowe

I am writing to express my strong interest in the Senior Accounting position at ABC Accounting Services. With extensive experience in financial management and compliance, I am excited about the opportunity to contribute to your esteemed organization.

My background includes over ten years of hands-on experience in accounting roles, where I have demonstrated strong leadership skills and a commitment to excellence. I have a proven track record in developing efficient financial strategies that align with organizational goals and enhance compliance with regulations.

For instance, I successfully led a team that improved our financial reporting process, resulting in a 20% reduction in audit discrepancies over two years. I am eager to bring my expertise and collaborative approach to your team.

Thank you for considering my application. I look forward to discussing how my skills and experiences align with the needs of ABC Accounting Services. Please feel free to contact me at your convenience to schedule a conversation. I am eager to contribute to your firm's success.

Sincerely, Jordan Thompson