

Cover Letter  
To: EY  
Attn: Human Resource

August 31, 2023

I am writing to express my strong interest in the entry level audit associate position at EY as advertised. The combination of my skills in critical thinking, teamwork, leadership, communication, professionalism, and commitment to equity and inclusion makes me an ideal candidate for this role.

My background in accounting has provided me with a solid foundation in critical thinking. I have consistently demonstrated the ability to analyze complex problems, evaluate multiple perspectives, and develop innovative solutions. This skill is crucial as it requires a keen ability to assess challenges and make informed decisions that drive positive outcomes.

Throughout my academic and professional journey, I have actively engaged in teamwork, understanding its pivotal role in achieving shared goals in my internship and school projects. I believe that effective collaboration enhances creativity and efficiency. My intern experience at Lutron working with diverse teams has allowed me to adapt to various working styles, contribute my unique insights, and foster an environment of open dialogue where every voice is heard.

Leadership has been a defining aspect of my character. I have taken the initiative to lead group projects in the classroom, as well as my college cross country team, guiding them toward success with a combination of vision, strategic planning, and motivational skills. I am enthusiastic about empowering others to reach their full potential, which aligns with the ethos of leadership at EY.

Exceptional communication skills are essential in today's interconnected world. I have honed my ability to convey complex ideas concisely and clearly to a wide range of audiences. Whether through written reports, presentations, or interpersonal interactions, I prioritize effective communication to ensure seamless understanding and collaboration among team members.

Professionalism is a cornerstone of my work ethic. I understand the importance of integrity, reliability, and accountability in contributing to a positive work environment. I approach challenges with a solution-oriented mindset, maintaining a high standard of quality and ethical conduct in all that I do.

Furthermore, I am deeply committed to promoting equity and inclusion. I recognize the value of diverse perspectives and am dedicated to fostering an environment where everyone feels valued, respected, and empowered to contribute their best. I am excited to join PWC's efforts to champion diversity and create a workplace that celebrates differences.

In conclusion, I am enthusiastic about the opportunity to bring my critical thinking, teamwork, leadership, communication, professionalism, and dedication to equity and inclusion at EY. I am confident that my skills and values align seamlessly with the objectives of the Audit Associate Position, and I am eager to contribute to the continued success of your team.

Thank you for considering my application. I look forward to the possibility of discussing how my qualifications align with your needs in greater detail. Please feel free to contact me at 484-719-2564 or shaneartis3@gmail.com.

Sincerely,  
Shane Artis

## Shane M. Artis

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### Objective:

To obtain an entry-level accountant position with EY

### Education:

DeSales University  
B.S. degree in Accounting with Data Analytics Track  
GPA: Overall 3.66 / Accounting 3.78  
Expect to complete 150 credit hours by May 2024

Center Valley, PA  
Anticipated Graduation: May 2024

### Relevant Work Experience:

#### Lutron Electronics - Center Valley, PA

5/2022 - 7/2022, 5/2023 - 7/2023

Cost Accounting and General Accounting Departments

Accounting Intern for large multi-national lighting manufacturing/wholesaling entity

- Month end close for entities in Germany, Canada, and UK
- Bank and customer account reconciliations
- Transfer pricing and related analysis
- Manufacturing cost allocation using work center rates
- Purchase price variance analysis and decision making

#### DeSales/IRS VITA-TCE Program - Center Valley, PA

1/2023 – 3/2023

Student Volunteer Income Tax Return Preparation

- Prepared federal, state and local individual income tax returns for elderly and low-income clients

### Technical Skills:

- Microsoft Excel Associate Level certified
- Tax return preparation using ProSeries professional tax software
- Used JD Edwards Oracle accounting software to book journal entries
- Analyzed data and created budgets using Hubble software
- Certified in Tableau creating data visualizations
- Proficiency in SQL programming language used to manipulate data and create visualizations
- Experienced in SAS statistical software used for data management and advanced analytics

### Honors and Awards:

- College Sport Communicators Academic All-District 2023 Track Season
- NCAA Division III National Qualifier
- U.S. Track and Cross-Country Coaches Association All-Academic 2022 Cross Country Season
- Mid Atlantic Conference Academic All-MAC Team Cross Country (2020, 2021 & 2022)
- Mid Atlantic Conference Rookie of the Year - 2021 Cross Country Season

### Activities:

- DeSales University Cross Country/Track Team (8/2020 – present)
- Habitat for Humanity Volunteer (2022 and 2023)
- (KADAC) Kamran Afshar Data Analytics Center Polling DeSales University (2021)
- Trinity Memorial Lutheran Church 2018 - 2019 teen representative on the Church Pastor Call Committee