Sir/Madam from Ernst and Young

I am writing to express my genuine interest in any opportunities in your tax advisory team in the following months. Please let me sum up my career life briefly.

I started my professional career working for the Department of Treasury (Commonwealth) as a tax policy analyst. It’s a technical role focusing on analytical and critical thinking about tax law and policy impact. Other responsibilities include preparing draft measure for federal budget and coordinating media release in a timely manner.

Thanks for the great networking opportunity of this role, I was hand picked by the lead of Trust taskforce to join his team in the ATO for the next few years till now. He is an inspirational leader and encourages me become one of his best auditors. This role allows me to combine tax expertise, forensic accounting and client engagement skills to solve tax issues cross various industries including primary products, labour hire services and IT. Also, one my major cases is a cross agency and cross border audit. From this case I gain extensive experience in communicating with external agencies and presenting my case with visualised information to key stakeholders.

As a successful tax professional, it is important to be very inquisitive about client’s business matters in order to build a solid base for forensic accounting. Everyday I face the challenge of going through information scattered in thousands of documents and spreadsheets containing over 100,000 records. Advanced use of OCR software, data analysis and visualisation tools(Excel pivot), customized database(MS Access) and document version control system are crucial methods I used to deal with this challenge.

Now I seek my next career move to tax advisory and consultancy in private sector and my research on EY shows that your company has great interests in adopting cutting edge technologies and a global mindset for providing tax advisory. I will learn and contribute in this supportive environment.

I have a lot of stories about tax audits to share with you should I been given the opportunity.

In addition, due to family reason, Melbourne CBD is my preferred location.

Sincerely

Alice Mai