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 a draft measure for the 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 to become his best/innovative auditor. This role allows me to utilize tax expertise and client engagement experience to design solutions for tax issues across various industries including primary products, labour hire services and IT.  Some of them involved audit operations conducted cross-agency and cross-border. For the nature of these cases, I was deeply involved in communicating with stakeholders internal and external. The showcases I prepared, which were recognized for its brilliant visualization, were provided to stakeholders and led to successful cooperations (among ATO, AFP, Border control and foreign counterparts).

A key way to succeed as a tax expert is that being inquisitive about the client’s business matters. Therefore 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 visualization tools(Excel pivot), customized database(MS Access) and document version control system are crucial methods to deal with this challenge.

Now I seek my next career move to tax advisory and consultancy in the private sector and my research on EY shows it has a great interest 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.