July 24th, 2016

PointClickCare

Human Resources Department

Dear Recruiting Manager,

I am writing this letter to express my genuine interest in joining PointClickCare (PCC) as an Intermediate Accountant. The demand for senior care continues to be on the rise, and PCC – driven by a solid mission of improving the quality of life for seniors – has successfully established its leading position in this fast expanding market. Thinking of my parents going into retirement in a few years, I find myself especially connected with the company’s mission. I also share with PCC the passion for innovation and technology. I love improving financial processes by applying current technology. At TMX, I re-designed existing reporting procedures to reduce the report turnaround time by 75%, and increase the quality of financial reports. I believe that PCC, known for having an open culture, is an ideal work place where I will be empowered to continuously drive necessary changes to optimize financial reporting processes for compliance as well as decision making purposes.

Despite not having 3 to 5 years of accounting experience, I will be able to meet the expectations as an Intermediate Accountant. I have a strong learning capacity, clearly demonstrated at TMX Group Ltd. where I have assumed more complex responsibilities than the original job description, many of which are very relevant to this role. I supported Razor Risk Technologies Ltd. – a software business unit under TMX Group specialized in developing risk management solutions. Razor has 6 subsidiaries in Australia as well operations in UK, United States, and Canada. I am responsible for translating and revaluing P&L and balance sheet accounts, consolidating financial statements for Razor Group, performing account and statement reconciliations, and other period-end accounting procedures. I also forecasted and calculated the payment of employee sales commission based on applicable accelerating commission rate and collection of revenue. Last, I prepare financial report and variance analysis for Razor’s senior management.

Thank you for your consideration of my candidacy. I would like to further discuss with you how these qualities as well as my experience and skills detailed in my résumé will add values to PCC.

Regards,

Tuyet Tran