

Sarah Pearce

Accountant
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February 9, 2021

Marilyn Goddard

Senior Hiring Manager
Maine Health
(890) 123-4567
m.goddard@youreemail.com

Dear Ms. Goddard,

Last year, I designed and implemented a correctional protocol that reduced accountancy errors for my company by 60% while significantly improving the team's efficiency. I hope to display the same innovation and creativity in the Role of Staff Accountant at Maine Health.

I know you are looking for an accountant who can work collaboratively with colleagues and manage their own workload with minimal supervision. I believe that my three years of experience and recent accomplishments clearly show that I am the ideal candidate for a team-based accountancy role. These include:

- Contributing towards a training program for newly-qualified accountancy staff that led to an average 45% improvement in their efficiency
- Working with a small team to settle a problematic statement that had previously remained unresolved for several months
- Receiving written praise from my manager for my part in reducing company paperwork by 30% using a new digital system

I am keen to discuss how my attention to detail and excellent knowledge of Lawson accounting software can help your organization. Please feel free to suggest a convenient interview date.

Sincerely,

(Insert Signature Here)

Sarah Pearce

P.S. I would like to share why I was promoted after just two years in my current role.