

# Katherine Davis

Accountant  
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Kevin Williams  
HR Director  
Lincoln Design Group  
(987) 654-3210  
kwilliams@lincolndesign.com

Dear Mr. Williams,

During my six years of experience as a staff accountant at a midsize web and app developing firm, I tracked and maintained expenditures of over \$10 million annually.

I also led the successful transition to the MAS 90 accounting system without disrupting accounting operations. I am excited to bring my work ethic and enthusiasm for accounting to your organization.

As a Certified Public Accountant, I have a proven track record of exceeding expectations. I am drawn to your organization's reputation for excellence, and I believe this exciting opportunity would lead to a challenging yet rewarding career.

Some of my previous achievements include:

- Identified the ability to save variable costs by 18%
- Streamlined accounting processes to reduce waste and improve productivity
- Prepared for tax audits and assisted tax auditors directly to facilitate a positive outcome

I'd like to set up a time to meet with you and discuss how I can benefit your organization. Please feel free to contact me at your convenience.

Best Regards,

*(Insert Signature Here)*

**Katherine Davis, CPA**

P.S. I'd also like to tell you about the time I identified and solved a company-wide issue that resulted in \$420K savings per year!