

Blaine Kirkley

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Marie Stallworth
Director of Accounting
Lytle & Parkinson
(678) 987-6543
m.stallworth@landpaccounting.com

Dear Ms. Stallworth,

When I first read your recent posting for the Junior Tax Accountant position, I was excited for a chance to work at such a well-respected company. As you can see from my professor's letter of recommendation, I am a strong contender for the position. I hope to bring my academic experience, insatiable appetite for "number crunching," and dedication to excellent service to Lytle & Parkinson.

While completing my Master of Accounting with a CPA Concentration, I gained extensive knowledge of accounting best practices, financial planning, and business statistics. I have also acquired and honed interpersonal skills that will enable me to contribute to your firm's growth. Harnessing time management and organizational principles along with an unwavering work ethic, I've:

- Graduated from Kennesaw State University's School of Accountancy with a 3.87 GPA
- Served as vice-president of the college accounting club
- Interned with a local tax law firm, earning managerial commendations for streamlining accounting procedures

Your firm's demonstrated commitment to integrity, efficiency and relationship building makes this opportunity even more attractive to me. Please contact me at your earliest convenience to discuss how I can help build your team.

Regards,

Blaine Kirkley

P.S. – Please allow me to share how I identified issues and offered game-changing solutions for the company I served as an intern.