

Ruby Cordova

Bookkeeper
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(776) 655-4433

August 13, 2021

Linda Hume

Senior Hiring Manager
Supporting Strategies
(111) 222-3333
l.hume@youreemail.com

Dear Ms. Hume,

Achieving an accuracy rate of 100% for accounts receivable and accounts payable management in 2020 was my most significant career achievement to date. I accomplished this rating while meeting all personal productivity targets, and I'm excited to demonstrate the same efficiency and diligence at Supporting Strategies.

Supporting Strategies' incredible reputation in the industry for going above and beyond for its clients aligns perfectly with my dedicated work ethic. As a skilled bookkeeper with outstanding numerical ability and two years of experience, I believe I have the attributes to become an asset to your team. My recent achievements include:

- Working collaboratively with the management team and other bookkeepers to exceed all team productivity targets in 2020 by 43%
- Successfully resolving an account discrepancy that had been causing severe delays within just 3 hours
- Identifying and capitalizing on opportunities for service upselling, increasing each client account's value by an average of 12% last year

Please get in contact to arrange a convenient interview appointment. I look forward to exploring how my talents and teamwork skills can help me make a valuable contribution to your company's goals.

Sincerely,

(Insert Signature Here)

Ruby Cordova

P.S. I would love to explain how I achieved a 99.5%+ client satisfaction score two years in a row.