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January 15, 2018

Lisa Hearsly
Treasurer
ABC Company
123 Broad Street
New York, NY 10012

Dear Ms. Hearsly:

With my passion to succeed and exceptional track record of leveraging business opportunities to dramatically increase bottom line organizational performance working as a CPA for KPMG, I stand ready to make a substantial contribution as a Senior Accountant for ABC Company. My enclosed resume will provide specific details as to my proven track record.

Briefly, my qualifications and strengths include:

- Comprehensive experience working with “Big 5 Accounting Firms” including KPMG and Deloitte
- Expertise in building innovative databases, developing and implementing financial policies and procedures, project management, business development, and streamlining operations
- Implemented and oversaw a 60% change in the organizational structure including financial reporting and the financial system for the supported business units
- Executed a 15% cost saving YOY equating to \$6 million working as the main finance lead supporting one of the company’s operational units
- Improved visibility to drivers of month end variances 80% by moving the forecast/plan from a run rate model to a more accurate driver based model
- Possess an MBA in Accounting from New York University
- Extensive team building and leadership experience working with multicultural employees

The recent acquisition of the XYZ Firm that has increased total revenue nearly 50% is extremely impressive. This makes the prospect of joining ABC Company even more appealing and I welcome the opportunity to further discuss my qualifications to help make the transition seamless.

With the goal of securing an interview in the near future, I will contact your office next week to discuss my candidacy. If you have any questions, I can be reached at the number listed above. Thank you for your time and consideration.

Sincerely,

Michael Smith