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February 13, 2018

Stephen Paterson
Indigo Four Inc.
34 McKeon Road
Dream town, MD 75643

Dear Mr. Paterson,

This application is in reply to your advert on Indigo Four Inc.'s website for an Accountant Supervisor. I read your requirements and immediately felt you are describing my broad experience of 20 years, professional accounting background and extensive qualifications.

In the last 20 years as a Licensed and Certified Public Accountant and accomplished Financial Expert I have demonstrated professionalism and initiative in finance. My strong organizational skills and ability to solve complex problems have allowed me to manage critical projects transforming the financial growth and health of the organization.

This is very clear in the huge contributions I have accomplished in my current and past position where I have risen from a Junior Accountant, Branch Accountant to Supervising Accounting for three branches of Leyland Holdings. In my different roles I have documented branches processes, supervised periodic audits, carried extensive financial checks and coordinated massive internal and external projects worth over $10 billion in total. My successful supervisory roles have been well commended by the CEO and board of directors, particularly a recent internal audit that identified a $350 million loophole.

As a Brach Accountant, my professional ability was evident as I helped the branch boost its revenue by 10% in stock portfolio returns and accomplish total annual tax savings of $20,000. I intend to bring this steadfast and diligent attitude, strategic viewpoint and eye for enhancement in your company.

In addition to my academic and professional accomplishments detailed in the enclosed resume, I remain an active ACIPA and MDCSSPA member for over ten years. I have received the accountant of the year award 10 times in my current company and recognized countywide with the Bridgewater County extemporary award twice in five years. Whether tracking financial statistics and growth metrics, unearthing operational loopholes and inefficiencies or supervising periodic audits I am proud of always completing the task to the delight of my employer.

My family has moved to Dreamtown and I have already tendered my resignation from my previous employer due to the long 120-mile commute to Leyland Holdings headquarters where I was based. I am more than eager and ready to apply my experience, skills and proven professional track record to help your company accomplish its critical financial goals and growth. Granted the opportunity, I am sure to play my part profoundly well and drive the company to the top where it belongs.

You can get in touch with me by cell or mail to discuss the position and my skills further. I look forward to hearing from you soon.

Sincerely,
Jacqueline Kelly
(555) 433-6545