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March 31, 2021

STUDYSHOOT University  
BBA ZZZ, XXXX ZZZZ  
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service@studyshoot.com

Dear STUDYSHOT:

I've been a fan of United Media for years now, and I am a fan of each and every artist you feature on your website. So, I was thrilled to find that you're looking for a staff accountant to be added to your finance team. With my background in accounting, 3+ years of professional experience, and my CPA designation, I know I'd make a strong candidate to consider for the position.

According to the job listing, you're looking for a staff accountant able to help the financial team and the company become more fiscally responsible and stable. As an accountant with Jabar Consultants, I helped take over financial matters from the cofounders, streamline payments and expenses, and usher them into their current period of growth. My reorganization allowed me to identify poor accounting practices and better tax credits, reducing expenses by 15%. I'm positive that I'd be able to bring about the same eagle eye and due diligence to the finance team at United Media Conglomerate.

I enjoy following your website, reading your music commentary and "best of" lists, and finding unique new artists to listen to. I would be proud to become a member of the team and help it to succeed in the upcoming years.

Could we meet over a coffee or get on the phone for a chat so I could learn more about the finance department's upcoming objectives and roadblocks?

Sincerely,

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