Glenda Holbrook

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September 21, 2018

Human Resources

Braun Northwest

150 Northstar Rd  
Chehalis, WA 98532

Dear Human Resources;

I am writing to express my interest in the position of Accounting Supervisor that is currently open with your organization. I believe that my education, skill-set, and experience makes me a solid candidate.

At this stage of my career I am interested in expanding my professional horizons by seeking new challenges in the accounting industry as I continue to purse my CPA Certification. My background in accounting has provided me with opportunity to work with clients and vendors in several industries. Please note the following additional qualifications:

* Prepare Quarterly and Annual Excise Tax Returns for Businesses
* Depreciation Schedules
* Strong communication skills, ability to exercise good judgment and maintain confidentiality
* Strong skills in all clerical duties, QuickBooks, RMI, Dynamics AX, Crosscut, and Microsoft Word, Excel, and Outlook
* Registered Tax Return Preparer
* Prepare Individual and Business Tax Returns
* Supervising
* Maintaining Fixed Assets
* Capital Projects
* Bachelor’s Degree in Accounting with all requirements needed to sit for CPA Exam

I have also enclosed my resume for your review and hope that if you have any questions that require clarification you will not hesitate to contact me by phone or email as listed above.

Thank you for your time and consideration and I looking forward to hearing from you.

Sincerely,

Glenda Holbrook