Kristi Keith

1101 Woodland Ave Centralia WA, 98531**|** 360-259-8292 **|** kristi.keith@ymail.com

9/7/18

Braun Northwest, Inc.

150 North Star Drive

Chehalis, WA 98532

1-800-245-6303

Dear Hiring Manager,

I am writing to in regards to the job you have posted, Accounts Payable, on your website. I have just graduated with my Associates in accounting and tax. I was first interested in your company, Braun Northwest, when I say a different job Account Supervisor listed on Indeed.com. I know I wasn’t qualified for that job, but it is something I would one day be able to fill.

I am hard working, organized and have an amazing work ethic. I am currently looking for and entry level position in any area of bookkeeping. My career goal is to find a company where I can start at the bottom and work my way up. I am currently still in school (Centralia College) to get my Bachelors and then my CPA licenses. My schooling will not affect my job because I will be taking night classes two days a week.

Braun Northwest sounds like a great company and team to work for. I am currently a caregiver and over the past five years I have had to take many clients to the hospital by ambulance and I understand the need for space and the equipment they carry. Knowing that the company builds and designs them seem like it would be an easy transition.

My current employer is thrilled to see me start a new career. They have helped me and have been by my side the last two years of college. They will without a doubt give me a glowing recommendation because they are excited for me to start career and achieve my dreams.

Thank you for your time and consideration for the Account payable position you have open, I look forward to hearing from you and starting a great job.

Sincerely,

Kristi Keith

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Objective

An interlevel accounting position and have the opportunity to advance within the company.

Skills

* Adaptable
* Dedicated
* Strong work ethic
* Dependable
* Critical thinking
* Team work

Education

centralia college | JUne 2016 to present

* Graduated June 2018: Associate in Technical Arts in Accounting/ Tax (GPA 3.6/4.0)
* Continuing on: Batcheler’s in Accountant (Graduate June 2020)

Rainier high school | Diploma |Graduated 2011

Certification

Certified Bookkeeper | Insititute of Professional bookkeepers

* Passed 4: Error corrections, Payroll, Internal Controls, and Inventory
* Scheduled 2 in September: Depreciation and Adjustments

Home care aide certification | Status: active

* Renewed 2018, 2017, 2016, 2015
* First Aide trained

Experience

Help at home senior SERVICES | home care aide | Oct 2015 – present

* Companionship and medication reminders
* Helping with daily activities, driving them around, house keeping

Centralia College | Accouting Tutor | April 2018 – june 2018

* Companionship
* Helping with daily activities, driving, grocery shopping, house keeping
* Organizing medication

Centralia College | Tax consoltent & filer | Jan 2018 – April 2018

* Volunteered for the VITA Program

**References upon request**