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Braun Northwest

Dear Hiring Manager,

I recently saw an opening at your company and am interested in the position of Project Coordinator. Currently, I am working as a Bookkeeping Supervisor at Security State Bank. I believe that the skills and experience I have received while in this position makes me an ideal candidate.

As part of my position as Bookkeeping Manager, I gained the ability to handle a variety of tasks while prioritizing the importance of each. During this time, I have also gained proficient knowledge of Microsoft Office. Part of my daily tasks include using Excel to create daily check reports and using Outlook for daily communications with branch staff. In bookkeeping, I have gained experience collaborating with other team members to resolve accounting problems for customers and other branches.

When I saw your job posting, I thought it would be a great opportunity to further the growth of my skills, while being in a position that I could find myself in long term. I believe I would be an excellent candidate for this position and look forward to hearing from you.

Sincerely,

Britni Davis