

ARIANA ACCOUNTANT

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1234 E. Herndon Ave., Apt. 133 • Fresno, CA 93722

Date

Ms. Jane Faulks, Founder
Accounting America, Inc.
1582 Shaw Ave.
Clovis, CA 93611

Dear Ms. Faulks,

I would like to be considered for the Student Bookkeeper/Accountant position posted on Fresno State's Craig School of Business Synergy website. Seeing your company recognized by Intuit as having expertise in technology and solutions integration for small-to-medium sized businesses caught my eye. I also value the use of up-to-date technology to accomplish accounting solutions. I am currently a junior **Accountancy** major at California State University, Fresno (Fresno State). My academic integrity and work experience have given me the essential skills to excel as a member of your team.

My interests in the accounting field grew last year when I had the opportunity to volunteer with low income residents and help them with their federal and state income tax returns. My coursework in accounting, finance and management has provided the **strong quantitative** and **analytical** skills mentioned in your internship posting.

This internship provides a great opportunity for me to apply my ability to **prioritize** and use my **organizational** and **communication** skills which I learned as an accounting intern with Baker, Peterson & Franklin, CPA, LLP. The position also offered me the opportunity to develop strong computer skills like **Outlook**, **Word** and **Excel**.

I believe that I will provide an immediate benefit to your company because I am a dedicated and hardworking individual. Thank you for your time and consideration. I look forward to scheduling an interview where I can talk more about my interests and qualifications.

Sincerely,

(Hand written signature)

Ariana Accountant

Student Bookkeeper/Accountant Accounting America, Inc.

- Process invoices, purchase orders and Accounts Payables
- Handle weekly payroll and ensure compliance of quarterly and annual reporting requirements
- Support CFO to ensure clean and timely month-end and closing transactions
- Assist CFO with special projects and workflow process improvements

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- Must be pursuing a degree in **Accounting**
 - Ability to **prioritize** and be **organized**
 - Background with an automated accounting system, preferably QuickBooks
 - Experience and proficiency in MS **Outlook**, **Word** and **Excel** desirable
 - Demonstrate **strong quantitative** and **analytical** abilities
 - Excellent **oral communication** and listening skills