

Eshan Carty

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(098) 765-4321

456 My Street, San Diego, CA 76543

Roy Barnett

Intuit

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

Dear Mr. Barnett,

Last year, I met 100% of my deadlines and delivered ahead of schedule in 76% of cases without compromising accuracy. My supervisor praised my efficiency and robust organizational systems. I am excited to use my skills to benefit your customers as a virtual bookkeeper at Intuit.

As a diligent bookkeeper with 6+ years' experience multi-tasking across multiple client accounts, Intuit's innovative and technology-driven approach to customer service is intriguing to me. I believe that your company's ethos of providing agile, online solutions represents the future of bookkeeping.

I know that you are looking for an organized professional with the drive to manage their own workload. The following achievements show my aptitude for the role:

- Receiving 100% positive feedback from clients on my roster for service quality and interpersonal communication
- Managing over 25 accounts while ensuring 100% accuracy over three years
- Successfully retaining at least 98% of existing clients year over year since commencing my employment

I would like to attend an interview to explain how my strong numerical skills and excellent understanding of emerging bookkeeping technologies can help your users. Please get in touch to schedule a meeting.

Sincerely,

Eshan Carty