

Darren Massey

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456 My Street, San Diego, CA 76543

Sophie Rowe
U.S. Department of Labor
123 Your Street,
Houston, TX 12345
(123) 456-7890
example@youremail.com

[month, day, year]

Dear Ms. Rowe,

Reducing ledger inaccuracies by 98% since starting my current role was my proudest career achievement so far. I implemented a comprehensive system redesign to identify discrepancies faster and more precisely. I am excited to demonstrate the same diligence as a senior bookkeeper at the U.S. Department of Labor.

As a passionate professional with over 13 years of experience, the opportunity to nurture new talent as a leader in your organization appeals to me. I have the vision and interpersonal skills to become an inspiring mentor. My recent accomplishments include:

- Training five interns to improve their knowledge and application of financial reporting procedures in 2020
- Streamlining the office's bookkeeping processes to increase efficiency by 54% while maintaining exceptional accuracy
- Running a professional development scheme to increase colleagues' awareness of legal reporting requirements

I would relish the opportunity to discuss how my extensive experience can benefit the U.S. Department of Labor in the coming years. Please get in touch to arrange an interview.

Sincerely,

Darren Massey