

Jill K. Jobseeker

Senior Accounting Professional

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Month xx, 2016

Little Big Company
1234 Main Street
Anywhere, AL 35243

Dear Mr. Paycheck:

To ensure efficiency in day-to-day accounting operations, a company must discover ways to improve processes and reduce costs while delivering superior customer service.

Throughout my accounting career, I've helped several companies enhance accounting processes and financial reporting by minimizing costs, developing strong relationships, and ensuring the quality, reliability and accuracy. As the Manager of Financial Reporting with Quick Food Corporation, I have been responsible for supervising employees, policy implementation, and strengthening internal controls. Due to my outstanding performance, ability to motivate others, and willingness to share ideas, I have been rewarded with multiple promotions and accolades. **I am most proud of:**

- **Launching a paperless purchasing card program** for the district managers and senior management team at multiple Burger Joint's restaurants reducing processing time 2 days and improved ledger account accuracy.
- **Consistently achieving 90-95% accuracy rate** on quarterly reconciliation balance sheet accounts.
- **Minimizing banking fees and transaction processing time**, creating partnerships with key bank officials during consolidation of 30-40 bank accounts.

While my résumé provides an accurate summary of my competencies, professional experience, and education, it cannot convey the enthusiasm and energy I bring to new challenges. I look forward to hearing from you soon to discuss my desire to add value to your company. Thank you for your consideration.

Sincerely,

Jill K. Jobseeker

Enclosure: Résumé