

Application for CPA Position

John Doe
123 Main Street
City, State, ZIP
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Phone: (123) 456-7890
Date: October 10, 2023

Hiring Manager
XYZ CPA Firm
456 Another Street
City, State, ZIP

Dear Hiring Manager,

I am writing to express my interest in the CPA position at XYZ CPA Firm as advertised. With a Bachelor's degree in Accounting and my CPA certification, along with over five years of hands-on experience in tax preparation and financial auditing, I am confident in my ability to contribute effectively to your team.

During my previous role at ABC Accounting Services, I successfully managed a diverse portfolio of clients, ensuring compliance with local and federal regulations while optimizing their financial strategies. My attention to detail, strong analytical skills, and commitment to providing excellent client service helped to increase client satisfaction by over 20% in my department.

I am excited about the opportunity to bring my expertise in tax planning, financial reporting, and performance analysis to XYZ CPA Firm. I admire your commitment to quality and professional development, and I am eager to contribute to your firm's success while continuing to grow in my career.

Thank you for considering my application. I look forward to the opportunity to discuss how I can bring value to your team. Please feel free to contact me at your convenience.

Sincerely,
John Doe