

DANIELLE BRASSEUR

4567 8th Avenue, Carson City, NV 10111 | (313) 555-0100 | danielle@example.com | www.linkedin.com

4 April 20XX

Hiring Manager
Downtown Credit Union
123 Main Street
Seattle, WA 87654

Dear Guy Oz,

I am writing to express my interest in the accountant position at Downtown Credit Union. With a Bachelor of Science in Accounting and a strong background in public accounting, I am confident that my skills align well with your team's needs. My experience at Trey Research has equipped me with comprehensive knowledge in income tax preparation, audit support, financial statement preparation, and general ledger accounting, making me well-prepared to contribute to your company.

At Trey Research, I provided accounting services to individuals and businesses, while my prior experience as a Bookkeeper at Bandter Real Estate allowed me to manage bookkeeping, payroll, and invoice preparation. Additionally, my internship at Olson Harris Ltd. gave me hands-on experience in managing payroll and pension services for large employee bases. I am proficient in Microsoft NAV Dynamics and fluent in German, which enables me to communicate effectively in multilingual environments.