

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Career Change Bookkeeper

Dear Hiring Manager,

I am excited to apply for the Career Change Bookkeeper position at Acme Corporation, which I discovered through your company's careers page. With a strong background in finance and a keen eye for detail, I am eager to bring my skills and passion for numbers to your team. I am particularly drawn to Acme Corporation's commitment to innovation and excellence, and I believe my experience aligns well with the values you uphold.

In my previous role as a Financial Analyst, I successfully managed a departmental budget of over \$500,000, identifying cost-saving opportunities that resulted in a 15% reduction in expenses over two years. This experience honed my analytical skills and my ability to navigate complex financial systems, which I believe will be invaluable as a Bookkeeper. Additionally, during my time at XYZ Company, I implemented a new invoicing system that improved the accuracy of our billing process, reducing discrepancies by 30% and enhancing cash flow management. These achievements reflect my dedication to efficiency and accuracy, both of which are crucial in bookkeeping.

I am enthusiastic about the opportunity to contribute to Acme Corporation and am confident that my background in finance, paired with my strong organizational skills, will allow me to make a positive impact on your accounting team. I would appreciate the chance to discuss my application further and explore how my skills can benefit your organization. Thank you for considering my application; I look forward to the possibility of speaking with you.

Sincerely,

Jordan Taylor