

# Jordan T. Williams

January 16, 2026

Acme Corporation

RE: Career Change Tax Accountant

Dear Hiring Manager,

I am excited to apply for the Career Change Tax Accountant position at Acme Corporation, which I discovered on LinkedIn. With a robust background in finance and a passion for tax policy, I am eager to bring my unique skill set to your esteemed firm and contribute to your commitment to excellence in tax services.

In my previous role as a Financial Analyst at XYZ Industries, I successfully led a project that resulted in a 20% reduction in operational costs by implementing a more efficient budgeting process. This experience honed my analytical skills and deepened my understanding of financial regulations, which I believe are critical for a successful career in tax accounting. Additionally, I played a key role in conducting a comprehensive financial audit that identified discrepancies worth over \$150,000, leading to improved compliance and enhanced accuracy in our financial reporting. These experiences have armed me with the ability to navigate complex financial scenarios and apply regulatory knowledge to real-world situations.

I am particularly drawn to Acme Corporation because of its reputation for integrity and innovation in tax solutions. I am eager to contribute my analytical skills and proactive approach to help clients optimize their tax strategies while ensuring compliance with ever-changing regulations. I am looking forward to the possibility of discussing how my background, skills, and enthusiasms align with the goals of your team. Thank you for considering my application; I hope to speak with you soon.

Sincerely,

Jordan T. Williams