

Jordan Mitchell

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Acme Corporation

RE: Career Change Tax Preparer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Tax Preparer position at Acme Corporation, which I discovered on LinkedIn. With a strong background in finance and customer service, I am excited about the opportunity to apply my skills in a new context and contribute to your team's success during this tax season and beyond.

In my previous role as a Financial Analyst at XYZ Inc., I developed a keen eye for detail while preparing comprehensive financial reports and forecasts. My commitment to accuracy helped reduce reporting errors by 30%, and I regularly communicated complex financial information to non-financial colleagues, enhancing our team's efficiency. Additionally, I completed a part-time tax preparation course at ABC Institute, where I gained hands-on experience with tax software and learned about the latest tax regulations, which I am eager to implement in a professional setting.

Moreover, I have a proven track record of client relationship management. As a Customer Service Representative for DEF Services, I consistently received positive feedback for my ability to address client inquiries and resolve issues effectively, leading to a 15% increase in customer satisfaction scores. This experience has prepared me to handle client interactions in tax preparation, ensuring they feel supported and informed throughout the process.

I am very excited about the possibility of joining Acme Corporation and contributing to your team as a Career Change Tax Preparer. I would appreciate the opportunity to discuss how my background in finance and customer service, along with my recent training in tax preparation, can be an asset to your company. Thank you for considering my application; I look forward to the possibility of discussing my candidacy further.

Sincerely,

Jordan Mitchell