

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Bookkeeper

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Bookkeeper position at Acme Corporation, which I found on your careers page. With a strong foundation in accounting principles and a passion for meticulous record-keeping, I am excited about the opportunity to contribute to your team and support Acme's financial objectives.

During my time at ABC Community College, where I earned my Associate Degree in Accounting, I completed an internship at XYZ Accounting Firm. In this role, I was responsible for assisting in the preparation of monthly financial statements and reconciling bank statements, ensuring accuracy and compliance with established guidelines. I successfully identified discrepancies that resulted in correcting errors in client records, enhancing the efficiency of the accounting process. Additionally, I implemented a new filing system that improved document retrieval times by 30%, demonstrating my commitment to optimizing workflows.

Furthermore, I have developed strong skills in financial software, including QuickBooks and Microsoft Excel, during my coursework and internship. I contributed to a team project where we analyzed expense reports and proposed budget adjustments, which helped the firm reduce costs by 15%. My attention to detail and proactive approach have consistently allowed me to identify areas for improvement and streamline processes.

I am eager to bring my skills and enthusiasm to Acme Corporation and would appreciate the opportunity to discuss how I can contribute to your team. Thank you for considering my application; I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan Taylor