

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Tax Preparer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Tax Preparer position at Acme Corporation, as advertised on your careers page. With a strong foundation in accounting principles and a keen attention to detail, I am excited about the opportunity to contribute to your team and assist clients in navigating the complexities of tax preparation.

During my academic career at State University, I successfully completed an internship with a local accounting firm where I assisted in preparing tax returns for a diverse client base. This experience allowed me to gain hands-on experience with tax software and regulations, enabling me to prepare accurate and timely filings. Additionally, I contributed to a project aimed at enhancing the firm's efficiency by developing a checklist that streamlined the data collection process, which resulted in a 15% reduction in preparation time for each tax return.

Moreover, I have a strong commitment to ensuring compliance and maximizing client benefits. I worked on a team project that analyzed changes in tax laws, and we presented our findings to the firm's clients, which led to several clients adjusting their financial strategies to take advantage of new deductions and credits. This experience honed my ability to communicate complex tax information clearly and effectively, ensuring clients feel empowered and informed.

I am eager to bring my skills and dedication to Acme Corporation and contribute to providing exceptional service to your clients. I would appreciate the opportunity to discuss how my background and enthusiasms align with the needs of your team. Thank you for considering my application. I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan Smith