

# Jordan Smith

January 16, 2026

Acme Corporation

RE: No Experience Tax Preparer

Dear Hiring Manager,

I am excited to apply for the No Experience Tax Preparer position at Acme Corporation, as advertised on your company's careers page. The opportunity to work with a leading firm in the tax preparation industry truly motivates me, and I believe my skills and dedication make me a strong candidate for this role.

Though I am new to the field of tax preparation, I have developed a solid foundation in accounting principles through my recent coursework at Community College, where I maintained a GPA of 3.8. I took the initiative to organize a peer study group for my taxation course, which not only enhanced my understanding but also helped my classmates achieve their academic goals. Additionally, my part-time job as a cashier at Retail Store allowed me to cultivate strong attention to detail and customer service skills, ensuring accurate financial transactions and fostering positive relationships with customers.

I am eager to bring my strong analytical abilities and passion for financial accuracy to Acme Corporation. I am particularly impressed by your commitment to providing personalized service to clients, which aligns with my own values of integrity and dedication. I would love the opportunity to further discuss how my background and enthusiasm for tax preparation can contribute to your team's success. Thank you for considering my application; I look forward to the possibility of discussing my candidacy in more depth.

Sincerely,

Jordan Smith