

Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Promotion Bookkeeper

Dear Hiring Manager,

I am excited to apply for the Promotion Bookkeeper position at Acme Corporation as advertised on your careers page. With a robust background in bookkeeping and a keen eye for detail, I am eager to contribute to your financial team and support the innovative marketing initiatives at Acme. I admire your commitment to excellence and am enthusiastic about the opportunity to enhance your promotional activities through meticulous financial management.

In my previous role at XYZ Enterprises, I successfully managed a budget of over \$500,000 for various promotional campaigns, ensuring that all expenses aligned with our strategic goals. By implementing a new tracking system, I was able to decrease discrepancies by 30% and provide real-time financial reporting that informed marketing decisions. Additionally, my proactive approach to reconciling accounts led to identifying cost-saving opportunities that saved the company approximately 15% on annual promotional expenditures.

Moreover, I spearheaded a cross-departmental project that streamlined the invoicing process for promotional materials, which resulted in a 40% reduction in processing time. This not only improved operational efficiency but also enhanced our vendor relationships, allowing for better negotiation leverage during promotional partnerships. My strong organizational skills and commitment to accuracy have consistently earned me praise from management for my ability to maintain financial integrity while supporting creative initiatives.

I am looking forward to the possibility of discussing how my experience and skills can contribute to the continued success of Acme Corporation as a Promotion Bookkeeper. Thank you for considering my application; I hope to speak with you soon to explore this opportunity further.

Sincerely,

Jordan Lee Thompson