

Jordan Smith

January 16, 2026

Acme Corporation

RE: Promotion Tax Preparer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Promotion Tax Preparer position at Acme Corporation, as advertised on LinkedIn. With over five years of experience in tax preparation and a deep understanding of both individual and corporate tax regulations, I am excited about the opportunity to contribute to your team and support Acme's commitment to excellence in financial services.

In my previous role at XYZ Financial Group, I successfully managed a diverse portfolio of clients, resulting in a 20% increase in client retention over two years. I implemented a streamlined tax filing process that improved efficiency by 30%, allowing clients to receive their refunds faster while maintaining compliance with all applicable laws. Additionally, I played a key role in training new tax preparers, sharing best practices that enhanced team productivity and accuracy. My achievements demonstrate my ability to not only meet but exceed the expectations set for this role.

I am particularly drawn to this position at Acme Corporation because of your reputation for fostering a client-centric culture and your innovative approach to tax services. I believe my proactive work ethic and commitment to delivering exceptional results align perfectly with your team's goals. I am eager to bring my expertise in tax preparation and client relationship management to Acme, and I am confident that my background will be a valuable asset to your organization.

I would love the opportunity to discuss how my skills and experiences align with the needs of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed team.

Sincerely,

Jordan Smith