

# Jessica Tran

January 16, 2026

Acme Corporation  
RE: Relocation Cpa

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation CPA position at Acme Corporation, which I discovered on LinkedIn. With a robust background in accounting and expertise in managing complex relocation projects, I am excited about the opportunity to contribute to your esteemed company. I am particularly drawn to Acme Corporation's commitment to innovative solutions and client satisfaction in the relocation sector.

In my previous role at Global Moves LLC, I successfully led a team responsible for the financial management of over 200 employee relocations annually. By implementing a new tracking system, we reduced processing time by 30%, ensuring a seamless experience for both employees and management. Additionally, I coordinated with multiple stakeholders to develop a comprehensive relocation budget for a major corporate client, resulting in a cost savings of 15% compared to previous years while maintaining high service quality. These experiences have equipped me with the skills necessary to navigate the financial complexities of relocation and provide strategic insights that enhance client relations.

I am eager to bring my expertise in financial analysis and project management to Acme Corporation, where I believe I can make a significant impact on your operational efficiency and client satisfaction. I would greatly appreciate the opportunity to discuss how my background and accomplishments align with the goals of your team. Thank you for considering my application; I look forward to the possibility of contributing to Acme Corporation's success.

Sincerely,

Jessica Tran