

# Jessica L. Morgan

January 16, 2026

Acme Corporation  
RE: Tax Accountant

Dear Hiring Manager,

I am writing to express my enthusiasm for the Tax Accountant position at Acme Corporation as advertised on LinkedIn. With a solid background in tax compliance and financial analysis, I am excited about the opportunity to contribute to your team and support Acme's commitment to excellence in financial stewardship.

In my previous role at XYZ Financial Services, I successfully managed tax compliance for a diverse portfolio of clients, ensuring adherence to all federal and state regulations. One of my key achievements was developing and implementing a streamlined process for quarterly tax filings that reduced processing time by 30%, resulting in significant cost savings for both the firm and our clients. Additionally, I played a crucial role in a tax audit for a major client, preparing comprehensive documentation that led to the successful resolution of all inquiries with minimal additional taxes owed, earning commendations from both management and the client.

Furthermore, my experience with tax software such as Intuit ProConnect and Thomson Reuters UltraTax has equipped me with the technical proficiency necessary for accurate and efficient tax preparation. I have consistently received positive feedback for my analytical skills and attention to detail, which I believe are essential in identifying tax-saving opportunities and minimizing liabilities for clients.

I am eager to bring my expertise to Acme Corporation and contribute positively to your tax team. I would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your organization. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jessica L. Morgan