

# Jordan Martinez

January 16, 2026

Acme Corporation

RE: Tax Preparer

Dear Hiring Manager,

I am excited to apply for the Tax Preparer position at Acme Corporation, as advertised on LinkedIn. With a solid foundation in tax preparation and a commitment to delivering exceptional service, I am eager to contribute to your team and help clients navigate the complexities of their tax obligations.

In my previous role at Smith & Associates, I successfully prepared over 300 individual tax returns during the 2023 tax season, achieving an accuracy rate of 98%. This attention to detail not only minimized client audits but also led to a 15% increase in client referrals due to satisfied customers. Additionally, I implemented a new software tool that streamlined our tax filing process, reducing turnaround time by 20% and enabling my team to handle a higher volume of work without sacrificing quality. My proactive approach to problem-solving has been instrumental in identifying tax-saving opportunities for clients, resulting in an average savings of \$1,500 per return.

I am particularly drawn to Acme Corporation because of your dedication to client education and community involvement. I would welcome the opportunity to bring my skills in tax preparation, along with my passion for helping clients achieve financial success, to your organization. I am looking forward to discussing how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan Martinez