

Dear Hiring Manager,

I would like to express my interest in being an Accountant at the GS-05 level. I am a recent graduate from California State University, Fullerton, where I earned my B.A in Business Administration with a dual-concentration in Accounting and Information Systems. I am interested in this position because of its specialization in researching, analyzing, interpreting, and evaluating data in regards to fiscal accounting.

From 2014 to 2016, I worked as a Teller at [REDACTED]. While there, I learned and was able to showcase exceptional customer service, use mathematical skills, and have an orientation towards detail and accuracy. In my role, I assisted the branch by being the customer's first point of contact. With a cordial and friendly style, I was there to process customer's requests for withdrawals and deposits, as well as generating certified checks and money orders unique to each customer.

From 2014 to present day, [REDACTED] employs me. As an Ambassador, my role includes: being a leader, training new and current employees, providing safety training, being efficient with communication, making sure packages are efficiently and accurately being assigned to unique drivers, interacting with third-party drivers, and working closely with upper management to improve day-to-day operations. The facility I work with ([REDACTED]) is the 2nd largest [REDACTED] facility in the United States, and we process over 100,000 packages each day. In addition, [REDACTED] internally has a nationwide goal of successfully delivering 98.8% of their daily volume - [REDACTED] hits this mark on a consistent basis, and I feel that I help impact this goal.

If given the opportunity, I believe that I will be a great asset to your team. I believe that I have the skills necessary to perform and exceed the expectations of a GS-05 accountant. Also, I feel that I have an unmatched sense of altruism, as I am always willing to do what best for the team. I feel that my self-motivation, experience, and education can help your team meet its objectives on a daily basis. I have my resume below for your consideration and welcome the opportunity to discuss my qualifications with you. Thank you very much for your time.

Sincerely,

[REDACTED]

SUMMARY

- Eligible to sit for CPA Exam Fall 2018
- Has knowledge in basic accounting principles and Sarbanes-Oxley Act
- Possesses experience in working with a financial institution
- Works extremely well in team related activities and can consistently provide exceptional service
- Positive attitude and loves to learn new things
- Has a wide variety of relevant skills and training

Education

California State University, Fullerton (Dual accreditation by the AACSB for Business and Accounting)
B.A in Business Administration – Concentration: Information Systems and Accounting

Experience

[REDACTED] **Ambassador**

05/2016 –Present

- Worked with many [REDACTED] third party drivers with the goal to successfully deliver packages
- Consistently contributed to the facility's business metrics through teamwork, superior communication, and analysis
- Worked closely on projects with various managers to help improve efficiency in day-to-day functions and operations to meet customer satisfaction and uphold customer obsession
- Successfully trained many warehouse associates who desired to perform different functions at the facility

[REDACTED] **- Teller**

08/2014 – 05/2016

- Processed transactions for customers to manage their finances
- Referred Wells Fargo customers to products and services to help them succeed financially
- Provided exceptional customer service on a consistent basis
- Help the branch and customers reach their financial goals
- Accurately and consistently handled cash assets belonging to the company and customers
- Resolved problems or discrepancies concerning customer's accounts

[REDACTED] **- Team Leader**

08/2011 – 8/2014

- Helped the company increase store revenue by understanding diminishing returns
- Improved restaurant's overall financial health by enhancing accuracy in documentation.
- Assisted supervisors and upper management with store operations to achieve quotas and fiscal goals
- Strategically planned schedules to accomplish consistent and excellent performance

Additional Skills

- Microsoft Office: Word, PowerPoint, Outlook, Access, and Excel (proficiently)
- Microsoft Visual Studios
- Microsoft SQL Server
- Knowledge of C++ and C#