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Margaret Matheny
KPG & Associates
658 Woodhill Lane
Townsville, NY 15582

June 24, 2021

Dear Ms. Matheny,

Upon learning of your opening for an Accounting Intern, I hastened to submit my resume. With my bachelor's degree in economics from SUNY Brockport coupled with my strong understanding of business and accounting principles gained throughout my professional experience I am confident in my ability to significantly benefit your company. My superior organizational and analytical abilities that I amassed provide the necessary tools and skills to enable a longstanding accounting career with KPG & Associates.

From achieving extensive academic-based knowledge of general business and economics topics to gaining real-world business experience in financial analysis and accountability, my background has prepared me to excel in this role. During my time at SUNY Brockport, I interned with Paychex, which provided real-world accounting experience and allowed me to develop critical professional skills. With my additional strengths in communication, time management, and team collaboration, I am positioned to thrive in this position.

In addition to my experience at Paychex, I have worked as a front-end manager at Target for four years. In this position I have overseen point of sale transactions for all registers and made sure that all registers were balanced at the end of the day. This position built my strong interpersonal skills while providing another opportunity to enhance my accounting skills.

With my strong experience in business and accounting functions, coupled with my enthusiasm and dedication to achieving success, I will swiftly surpass your expectations for this role. I look forward to discussing how I can better meet your needs and objectives in person. Please contact me at the information listed above.

Sincerely,

Sean T. Phillips