

# Tamara Messmer

Tax Auditor

## FROM

Tamara Messmer

Tax Auditor

## TO

Jessica Allen

Home Improvements

## DETAILS

+1 234 567 89 10

tamaramessmer@gmail.com

Oklahoma City, OK

Dear Ms. Allen,

I am writing to express my interest in the Tax Auditor position at Home Improvements. With over 5 years of experience in auditing and strong analytical skills, I am confident that I would be a valuable addition to your team.

In my current role, I have been responsible for conducting thorough tax audits and ensuring compliance with all state and federal regulations. Through my experience, I have developed a keen eye for detail and the ability to identify potential issues and discrepancies in financial records.

One of my biggest achievements was identifying a significant error in a client's tax return, resulting in them saving over \$50,000 in penalties. This not only highlighted my attention to detail but also my ability to communicate effectively with clients and provide them with the best possible solutions.

My strong organizational skills and ability to manage multiple projects simultaneously have allowed me to consistently meet tight deadlines and exceed expectations. I am also proficient in various tax software programs, including QuickBooks and TurboTax, which have helped me streamline processes and increase efficiency in my work.

Aside from my technical skills, I believe my positive attitude and strong work ethic make me an ideal candidate for this role. I am a team player who thrives in a fast-paced environment and enjoys collaborating with colleagues to achieve common goals.

I hold a Bachelor's degree in Accounting and am currently pursuing my CPA certification. I am confident that my knowledge and experience make me well-equipped to handle the responsibilities of the Tax Auditor position at Home Improvements.

Thank you for considering my application. I am excited about the opportunity to contribute my skills and expertise to your company. I look forward to discussing how I can contribute to your team further.

Sincerely,

Tamara Messmer