

1727 Quatsino Place
Comox, BC V9M 1B9
Phone: (250) 895-1799
Email: gkavaliu@gmail.com

August 10, 2020

Deborah Ewart and Andrea Smith – Partners
Pier CPA Group Inc.
702 Island Hwy.
Campbell River, BC V9W 2C3
Phone: (250) 286-1307

Dear Ms. Ewart and Ms. Smith:

Please consider my application for the position of Junior or Intermediate Accountant with Pier CPA Group Inc., as advertised on August 10 on Indeed.com. I will graduate from North Island College in December 2020 with a bachelor's degree in Business Administration with an Accounting focus. Afterwards I plan to pursue my CPA designation. Fabien Gendron, one of my co-op placement supervisors spoke highly of your firm and encouraged me to apply.

As you can see from my enclosed résumé, for the past three years I have worked part-time for Duncan and Company Accounting firm as an accounting technician while attending school. This experience combined with my previous training in computer science has helped me to become proficient in Xero – cloud-based accounting software where I am a certified advisor. I also gained experience completing year-ends, doing monthly books and GST for companies, and preparing tax files.

As an accounting technician, soon to be CPA student, I am aware of the time commitment required at certain times of the year, the need for attention to detail and to be precise. My prior experience as a kitchen manager taught me how to build strong relationships with colleagues. I also grew up in Campbell River and lived there for eighteen years before moving to the Comox Valley for family. I still have ties in Campbell River and would welcome the opportunity to return to the community.

I have worked hard to start on this new career path later in life while balancing school and family. My experience, education, and methodical personality have prepared me to work with numbers, be thorough, and ask questions when needed.

If my background makes me a good fit for your company, please phone me any time at (555)435-8234 or email at gkavaliu@gmail.com.

Sincerely,

G. Kavaliu

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Encl. Résumé or online at <https://my.indeed.com/p/glenk-vkugt6c>