

Robert Smith

Tax Accountant

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[Today's Date]

[341 Company Address]
[Company City, State xxxxx]
[(xxx) xxx-xxxx]
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager's Name],

As a highly accomplished and detail-oriented tax accountant with 10+ years of experience in all aspects of taxation, I am pleased to present the enclosed resume in response to your posting for this position. My expertise lies in preparing and filing accurate and timely tax returns and developing efficient tax planning strategies. I am confident that my practical experience and commitment to excellence make me an ideal candidate for this role.

Most recently, I held the role of Tax Accountant at [Company Name], where I was responsible for the preparation of complex quarterly and annual tax returns. My accomplishments included:

- Streamlined the tax filing process, resulting in a 25% decrease in time spent completing returns.
- Reviewed and updated tax software, ensuring that all calculations were accurate.
- Generated and analyzed financial reports to identify discrepancies, enabling the team to make informed decisions.
- Developed relationships with clients, providing advice and guidance on tax matters.
- Built effective working relationships with external auditors, ensuring compliance with all tax regulations.

I am adept at using Microsoft Office and ERP systems, as well as QuickBooks and other tax software programs. I have a knack for problem-solving and I thrive in fast-paced, ever-changing environments.

I have a Bachelor's degree in Accounting and I am a Certified Public Accountant (CPA). I am eager to put my knowledge and experience to use for [Company Name], and I am confident I can be a valuable asset.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,
[Your Name]

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Lei Shi



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Contract Administration Manual for Contract Administration Services United States. Defense Logistics Agency,1982
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SEC Docket United States. Securities and Exchange Commission,2008
U.S. Tax Cases Commerce Clearing House,1991 Decisions originally reported currently in Standard federal tax service Federal estate and gift tax service and Federal excise tax reports
Resources in Education ,1993
Monthly Economic Letter First National City Bank (New York, N.Y.),1916
Postal Rates United States. Congress. Special Joint Subcommittee on Postal Rates,1925
The Magazine of Wall Street ,1915
Transfer Pricing and Performance Evaluation in Multinational Corporations Penelope J. Yunker,1982
General Alphabetical Index to the Bills, Reports, Estimates, Accounts and Papers Great Britain. Parliament. House of Commons,1927
The Teachers' Guide ,1930
Sessional Papers Great Britain. Parliament. House of Commons,1901
Wildlife Populations and Research Unit Project Descriptions ,1981
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