

Robert Smith

Tax Preparer

[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],

When I learned of *****'s need for a professional Tax Preparer, I felt compelled to submit the enclosed resume. As a highly result-driven, and analytical Tax Accountant with more than 15 years of experience in performing tax preparation and accounting functions, I am well-equipped with the right skill set that is needed to excel in this role. I further believe that my education and past experience in the domain will significantly benefit your taxation department.

From discussing with clients their financial obligations to preparing tax returns, and analyzing the financial statements of large corporate companies, I am instrumental in offering extensive oversight of tax preparation accountabilities. I possess a deep interest in fostering trusting and loyal relationships with my clients, which generated repeat business and referrals for my past employer. Furthermore, my track record of success in managing special projects, along with my exemplary communication skills prepares me to surpass your expectations for this role. While my resume details my professional journey, and educational history, here is a snippet of my core accomplishments and accountabilities –

- Hands-on expertise in tax planning, preparing detailed and accurate returns for individuals, estates, corporations, and partnerships; while interacting with clients and the IRS to solve questions and concerns.
- Accurately managing client tax strategies, and planning, and providing general administrative skills while maintaining up-to-date tax regulation knowledge and reducing taxes owed.
- Ensuring all tax preparation, deductions, and credits are as per the governing federal codes.
- Experience in managing tax accounting operations, along with the ability to provide outstanding tax preparation services.

As an individual, I possess excellent problem-solving and analytical skills along with the patience and confidence that are required to accomplish the work responsibilities professionally. I am also a dedicated worker who can excel and outshine in any environment. Please find my resume, credentials, and experience certificate along with this letter. I welcome an opportunity to meet you directly and discuss further details regarding the job.

Thank you for your time and consideration.

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[Your Name]

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J Elliott



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