

MAI LEE

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October 13, 2016

Ms. Sara Zaug

HR Assistant

Olsen Thielen- Certified Public Accountants & Consultants

300 Prairie Center Dr., Ste. 300

Minneapolis, MN 55344

Dear Ms. Zaug ,

I am writing to apply for the Accounting Technician position with Olsen Thielen that I viewed on your website. I am a highly motivated individual seeking to gain experience within a respected CPA firm. As someone with strong leadership and analytical skills, I am confident I would be an excellent addition to your company.

I received my Associates Degree in Accounting from Anoka-Ramsey Community College. I am passionate about computing and analyzing numbers to solve complex problems. I have two years of bookkeeping/accounting experience, proficiency with accounting software, QuickBooks, and proficiency with MS Office Suite. Throughout my previous administrative assistant experience, I have developed strong data entry skills, attention to detail, and the ability to handle multiple projects.

In addition to my office experience, I have spent five years in the Minnesota National Guard that included two deployments to Iraq. I became proficient in time management, the ability to adapt to high-stress situations and developed communication skills while working with always-changing, diverse groups of people. I enjoy acquiring new skills, and take pride in my ability to learn new systems quickly.

I have enclosed my resume for you to review. I would appreciate the opportunity to discuss how I could be a great asset to your organization. Feel free to contact me at your earliest convenience. I am most easily reached at the cell phone number listed above. Thank you for your time and consideration.

Sincerely,

Mai Lee

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