

January of generally accepted accounting principles and

[Business](#), [Accounting](#)



January 13, 2018 Golden Valley Electric Association 758 Illinois St. Fairbanks, AK 99701

Dear Hiring Manager, I am looking to be a part of a company that has an exceptional reputation within the community. I believe that Golden Valley Electric Association is one of those organizations. I have been impressed with the service GVEA provides to the Fairbanks community as well as the opportunities they provide to their employees, which is why I would like to join your team. I believe my education in accounting, combined with my experience would be valuable to your organization. I am looking for an internship opportunity in this industry.

GVEA will benefit from an intern with an excellent academic history and hands on work experience. I also have exceptional communication skills, knowledge of generally accepted accounting principles and proficiency with Excel. At this point in my career, I want to use my education and work experience as a valued intern with GVEA.

I have included my resume, which outlines my background. If there are any questions, I would be happy to answer them. You can reach me by email at [redacted]@com, or by phone at 907-687-1781. I would love the opportunity to meet with you in person. I look forward to learning more about GVEA.

Sincerely, Kaylynn M.

Tillett Kaylynn Tillett 759 16th Ave #211, Fairbanks, AK 99705 | 907-687-1781 | To get more experience through a GVEA accounting internship.
Education University of Alaska Fairbanks, Fairbanks Alaska | Exp.

May 2019· Bachelors of Business Administration, Accounting · Dean's List Spring semester 2017· Member of Great Alaskan Accounting People (GAAP)· GPA: 3.2 ExperienceACCOuNTING CLERK | RIVERBOAT DISCOVeRY | MAY 2017 TO PRESENT· Balance 41 registers from thefour branches of the company· Input data from register tally, and verified the totals with the credit card system· Creating and filling out extensive spreadsheetsin Excel to reconcile cash and credit card transactions from the four branches· Prepare general journal entries and prepareinvoices using Solomon· UseR-Pro, POS system, to pull different reports and register tallies· Balance company cash supply on a daily basis· Prepare cash bags for each register on a dailybasis· Work with other departments as needed to helpalleviate manpower shortages and to ensure overall company success

Inside Operations | Gold Dredge 8 | Summers of2014-2016· Provided excellent customer service throughoutthe tour by effectively communicating with guests from diverse backgrounds andnationalities· Monitored gift shop inventory and restocked merchandises as needed· Performed cash register duties· Closed registers at the end of each shift· Sold and maintained high value jewelryinventories· Organized guest check-in for individuals andlarge tour groups through an automated reservations systems,

Outbound· Managed train capacity based on size of tourgroup· Trained other employees to manage reservationssystem· Attended " Gold Standard Leadership Training" aprogram required to advance in the company

Professional ReferencesTony Hass: 907-460-6463 GeneralManager at Gold Dredge 8Kathleen Winkelman: 907-378-8584 LeadAccountant at Riverboat Discovery

com Personal References Monica Grassi: 907-750-2150

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Electric Association.