

A motivation letter



Your Address Your Country, etc. Your telephone number Individual position of manager, etc. of company Address of company City, Country, etc of company

Day Month (spelled out) Year of use

Mr / Ms / Individual name,

This correspondence is in reference to a position in the auditing department of Your Company that was advertised in This Publication or Job Board.

With more than 5 years in the financial departments of small and medium sized construction firms in Japan, I have learned how to develop strong relationships with my teammates and clients and have developed an understanding for how and what they are thinking. My experience includes performing bank reconciliations, cash flow analysis and preparing financial statements, all of which opened my eyes to the various ways in which information might become flawed. Duties of my position included negotiating with banks to maintain funds, supervising staff, maintain HR-related employee files reflecting salary aberrations, preparing tax returns and training new employees, giving me an appreciation for the complexities of human involvement.

One of my primary goals is to work with clients to share problems and discover solutions. Auditing is a fascinating field that I could contribute to with my knowledge of common small-mid-sized business practices. I have a great deal of experience in the accounting field and also bring a strong basis of proficiency in computing systems. After working for a year as a computer engineer, it was a pleasure to develop unique accounting software for one firm and to maintain the existing accounting software for another firm for the past five years. As a computer engineer, I gained knowledge in a variety of

application software, computer networking and teamwork skills. I am eager to discover new insights into the auditing field and perhaps discern new ways in which I might contribute.

It is my hope that you are willing to accept me as a ready pupil and worker in Your Firm. Should you desire further information or to schedule an interview, I can be reached at Your Contact Information. My current schedule is open from 7 a. m. – 7 p. m. Monday through Friday (timezone) for phone calls. I can travel for interviews beginning next week Tuesday.

Yours Sincerely,

Your Name

Enclosure.

Your name

Your Address

Your City, Country, etc.

Your telephone number

Individual name, position of manager, etc.

Name of company

Address of company

City, Country, etc of company

Day Month (spelled out) Year of use

Mr / Ms / Individual name,

This correspondence is in reference to a position in the accounting department of Your Company that was advertised in This Publication or Job Board.

With more than 5 years in the accounting departments of small and medium sized construction firms in Japan, my experience includes performing bank

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reconciliations, cash flow analysis and preparing financial statements and I am currently completing my training for a Master's Degree in Accounting. Duties of my previous positions have also included performing payroll and monthly closing processes; ensuring tax, legal and company compliance with payroll issues; preparing tax returns and training new employees.

This experience has taught me much about how business is conducted in Japan, but I have a desire to discover more about how these issues are dealt with in other cultures and in the international setting. Accounting seems like a field that would have universal application, but in-depth understanding of the field reveals that this is not the case. In addition, the field is changing again with the introduction of computer systems that can be held in the palm of the hand. These changes are fascinating to me and hope to explore new ways of expanding my knowledge and understanding of the financial world at the same time that I put my skills to work. After working for a year as a computer engineer, it was a pleasure to develop unique accounting software for one firm and to maintain the existing accounting software for another firm for the past five years. As a computer engineer, I gained knowledge in a variety of application software, computer networking and teamwork skills. I hope to discover new ways of contributing to the accounting world in any new position I am offered as well.

It is my hope that you are willing to accept me as a ready pupil and worker in Your Firm. Should you desire further information or to schedule an interview, I can be reached at Your Contact Information. My current schedule is open from 7 a. m. – 7 p. m. Monday through Friday (timezone) for phone calls. I can travel for interviews beginning next week Tuesday.

Yours Sincerely,

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Your Name

Enclosure.