

PEDRO CARRERA

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COVER LETTER

June 16, 2025

<Contact Name>

<Company Name>

<Company Address>

<City, State Zip Code>

Dear Madam or Sir,

Please accept my resume as an application for this available position within your organization.

I am an accomplished and seasoned accounting professional with over 25 years' experience in a variety of industries within the private and public sectors. In recent years, I have served as a Director of Finance, Controller, and Consultant. I am a results-driven individual with a history of process improvement and streamlining data to produce excellent and timely financials. I also possess a technical background in IT management and ERP implementation.

Lastly, I am an Excel and QuickBooks expert and can easily work with large data that can translate into powerful reporting.

I would love the opportunity to go over my background and goals. Apart from learning more about this position, I would also like to learn more about your company's mission and values.

Thank you for your time and consideration. I look forward to starting a conversation.

Sincerely,

