**Alan Little**

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555-555-5555 | example@example.com

July 16, 2022

Lyle Butler, Head of Human Resources

Attain Partners

139 Mechanic Ave.

Knoxville, TN 37915

Dear Hiring Manager,

Upon learning about the Lead Accountant posting with Attain Partners, I was eager to contact you with my interest. When reviewing the job description, I was excited to see how well my experience aligns with your company's needs and position requirements. From reading your company's website, I feel your core mission and culture suit what I offer as a professional.

As an adept Accountant, I have a well-rounded skill set in tax law and honed talents in payroll oversight and budget administration, making me an ideal fit for the Lead Accountant position. Further, I am a recognized expert in problem-solving and a communicative collaborator. My previous roles have strengthened my capabilities in critical thinking and detail orientation, including keen attention to detail and accuracy.

I am excited at the prospect of bringing my talents to Attain Partners. I look forward to hearing from you, at your earliest convenience, to discuss how my experience and qualifications will prove valuable in the Lead Accountant role.

Thank you for your time and consideration.

Sincerely,
Alan Little