

# Jane Hone

1234 Somewhere Street  
Kelowna, BC V4V 8K9

Phone: 250-123-4567 Email: [JaneHone@email.com](mailto:JaneHone@email.com)  
LinkedIn Profile: <http://www.linkedin.com/JaneHone>

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April 7, 2019

Alicia Lekan  
Human Resources Manager  
KLO International Inc.  
5678 Here Street  
Kelowna, BC V6K 1K9

## **Re: Accounting Assistant Position (Competition # 359)**

Dear Ms. Lekan,

Please accept this as my application for the position of Accounting Assistant with KLO International Inc. As an individual who loves cutting-edge electronics and has a team-oriented approach, I feel I would fit in with KLO's company culture. I am currently pursuing my Business Administration Diploma with an Accounting Specialty from Okanagan College and maintain a cumulative GPA of 88%. I am available for a 4-month or an 8-month Co-op term from May through August or May through December. My previous experience as an Accounts Payable Assistant with Garrett Roofing, combined with a strong set of problem-solving, communication, and accounting skills gained through my education, make me a strong candidate for this position.

Relevant courses taken to date that would be beneficial in this opportunity include: Financial Accounting I and II, Financial Management, Business Mathematics, Principles of Microeconomics, Canadian Income Tax I, and Accounting Computer Applications. Accounting software programs I have experience with include: CaseWare, QuickBooks, Profile, and Sage; and Microsoft Excel.

As an Accounts Payable Assistant with Garrett Roofing, I gained experience with account reconciliation, preparing daily bank deposits and following up on overdue accounts. I was able to renegotiate payment terms with dozens of suppliers and rectify escalated accounts payable issues from employees and vendors. I was also responsible for processing vendor invoices and generating bi-weekly aged receivable reports. Through this position, I developed strong communication and organizational skills and an acute attention to detail; and was praised for my dedication and ability to learn quickly and was provided with a glowing reference from my Supervisor.

My educational background, combined with my experience in accounts payable, would allow me to excel in the position of Accounting Assistant with KLO International Inc. I would appreciate the opportunity for an interview to discuss my qualifications in person. Thank you for your time and consideration.

Sincerely,

*Jane Hone*

Jane Hone

Enclosure: Resume