

Jordan Ellis

Bismarck, ND | 701-555-0147 | jordan.ellis@example.com

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Hiring Team

CB Accounting

Bismarck, North Dakota

Dear Hiring Team,

I am writing to express interest in a tax and accounting support role with CB Accounting. This sample letter is written for testing purposes, but it reflects the type of professional, client-focused tone I would use when applying for a position with an accounting firm.

In prior sample roles, I assisted with bookkeeping cleanup, tax-season document organization, payroll data entry, bank reconciliations, and client file maintenance. I enjoy structured work, careful review, and helping clients feel confident that their information is organized and handled responsibly.

I would be excited to contribute to a team that supports individuals and small businesses with tax preparation, bookkeeping, payroll, and planning services. My strengths include attention to detail, clear communication, deadline awareness, and the ability to follow checklists and procedures accurately.

Thank you for reviewing this test cover letter. I would welcome the opportunity to discuss how my accounting support skills could be useful to CB Accounting.

Sincerely,

Jordan Ellis

Testing note: This cover letter is entirely fictional and was created only as a sample PDF for upload, formatting, and workflow testing.