

June 17, 20XX

Hiring Manager
Human Resources/Office of Financial Administration
University of Colorado Boulder

Dear Hiring Manager and Committee Members:

It is with great enthusiasm that I submit my application for the Unit Accountant position at the Office of Financial Administration, which I found through the University of Colorado Boulder internal job board. Your department's emphasis on inter-departmental collaboration across the campus aligns with my goals to combine outreach efforts with my accounting and training expertise. Please allow me to highlight my skills:

- Over six years of progressive responsibility in accounting, finance and business administration, including over three years as finance manager, grant accountant and human resource manager at University of Colorado Boulder's Engineering Mathematics Department.
- Over three years of experience as the Physics Department finance & grant manager, HR liaison, and travel liaison; managed account internal audits, reconciliations, expense transfers, employee & non-employee travel reimbursement, and oversight of all personnel payroll transactions.
- Hired, trained and managed 40+ customer service representatives in a retail company's highest yielding location. Conducted group human resources policy trainings; planned, coordinated, and facilitated outreach events; provided retail store sales promotion and staff training.
- Under a tight project deadline, quickly learned and applied transactions utilizing Oracle PeopleSoft finance software, m-Fin and the procurement system, CU Marketplace.
- Effectively custom designed and utilized MS Excel and Access databases.

Attached is a copy of my resume. With a solid work history at the University, I offer proven capabilities in higher education-related accounting, program management, and customer service. I particularly enjoy public speaking and team projects, often volunteering for these opportunities. I would value the chance to discuss my qualifications with you in greater detail. Thank you for your positive consideration.

Sincerely,

Akisha Jones

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