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In regards to: Payroll Accountant Position

To Whom It May Concern,

I am a dedicated, hard working, detail oriented woman looking to build upon my experiences as a Payroll Accountant. In my last position, TFS Movie LLC, I was hired on as a Production Accounting Intern. Within a month, the Key Accountant decided to let go of the Payroll Accountant, and move me into her position. I was given a crash course in calculating Extras vouchers and working with Global Vista Software. I picked up the basics very quickly and I was able to successfully complete all tasks required of this position, proving I truly am a very fast learner. I am ready to work extremely hard to establish myself as a viable asset to any Production Accounting team. My energy level is very high, and I strive to be an indispensable employee and team member.

Please afford me the opportunity to meet with you in person so you can see and hear first hand what kind of energy and dedication I am capable of putting in. I look forward to speaking with you about how I might be a good fit for this position. I am immediately available for an interview at your convenience.

Respectfully,

Dana L. Lightner