

## Bill Ledger

613-222-3456 ° ledger123@uottawa.ca

123 Springfield Drive  
Hamilton, ON K2R 6V2

234 Sicamore Lane  
Ottawa, ON K2B 3N8

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Month day, year

Ms. Madison Riker  
Human Resources Manager  
Ernst & Young LLP  
1600-100 Queen Street  
Ottawa, ON K1N 2E9

Re: Junior Tax Analyst (Job ID#: A3Z4962)

Dear Ms. Riker:

You will find that my accounting-related knowledge and experience, keen attention to detail, solid communication and teamwork skills, and drive for success make me an excellent choice for the junior tax analyst position advertised on your website.

Ernst & Young LLP's core values ensure that the highest level of integrity, quality and professionalism is demonstrated when servicing clients in more than 140 countries worldwide. I am seeking an employer, like Ernst & Young LLP, that stands behind these types of principles and I feel very strongly that my background, experience, and skills, along with my strong work ethic, will be of great value to your team.

I have acquired an in-depth understanding of accounting principles and practices while completing my Honours Bachelor of Commerce, with a specialization in Accounting and I plan on pursuing my CA designation upon graduation. I have also gained related practical experience through CO-OP positions in the private sector where I was recognized for my outstanding contribution.

*"Bill was an asset to our organization from day one. His commitment to the team, exceptional organizational abilities, and innovative ideas made a difference on multiple projects."  
- Richard Vaughn, Tax Manager, PricewaterhouseCoopers*

I have balanced my academic experience with extensive extracurricular involvement at school and in the community. These opportunities have allowed me to enhance my leadership and interpersonal skills while having a positive impact on the lives of others. I am an energetic yet focused professional with expertise in the area of taxation and therefore believe I am the ideal candidate for the junior tax analyst job.

I would greatly appreciate the chance to meet with you to elaborate on my qualifications. I invite you to review my attached résumé for a more detailed work history and would like to thank you in advance for your consideration.

Sincerely,

*Bill Ledger*

Encl.