

# Brandon Bunch

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2933 Hartway Street, Sioux Falls, SD 57104

Human Resources Manager

Nicole Simpson-Harrigan

4507 Elsie Drive

Sioux Falls, 57102 SD

5, June 2019

**Dear Mrs. Simpson-Harrigan,**

As an experienced Accounting Professional, I was excited to see the Senior Accounting Manager opportunity at your Company. I believe I am an ideal candidate for the position because of my strong background in the field of financial planning and a full range of accounting activities.

I'm skilled in working on monthly statements, monthly and year-end financial closings, analysis, reconciliations, revenue reconciliations and cash deposits. Experience working with internal and external auditors. Also, I have 7 years of experience in fixed asset accounting, statutory accounting, and GAAP, utilizing SAP, Lawson, Great Plains and Workday.

I'm a committed team player and individual contributor with a proven record of consistently meeting deadlines and attention to accuracy.

And besides, my background includes communicating and negotiating with suppliers, potential investors, customers and employees.

During my two years with the last work in Harris Corporation, I initiated extensive improvements that resulted in coordinating month-end close processes. Also, I delivered operating results in line with demanding financial reporting deadlines. I fostered collaboration across Shared Services teams, department personnel and accounting teams to monitor expenses and ensured accurately stated balance sheet accounts. I improved coordinates quarterly interim and annual deliverables for timely submission to third party Auditors, Senior Management, and Board of Directors.

I enclose with the present letter Harris Corporation CEO recommendations.

I would appreciate the opportunity to speak with you more about this Senior Accountant position soon, and I invite you to contact me to schedule a meeting with you. Thank you for your consideration.

I look forward to hearing from you.

**Best Regards,**

**Brandon Bunch**

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