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Thursday, April 25, 2019

Ms. Janet Smith
Director of Human Resources
Grant Thornton
2001 Market Street
Philadelphia, PA 19103

Dear Ms. Smith:

I am excited to apply for the Forensic Valuation Services Associate position. As a senior from Drexel University with a majors in Accounting and Finance, I have maintained a 3.8 GPA and will be eligible to sit for the CPA in June 2020. I feel that my previous finance and public accounting experience combined with my analytical, valuation, and modeling skills make me an excellent candidate for this opportunity.

Throughout my three six-month internships in the finance and accounting industries at Comcast, Turner Investment Partners, and KPMG, I've gained relevant skills in auditing, financial modeling, and business valuation. As an Internal Audit Assistant at Comcast, I performed financial and operational audits, prepared work papers and documented audit testing procedures and findings. At Turner Investment Partners, I created earnings and revenue models, performed competitor analysis, developed comprehensive reports, and evaluated risk exposure for portfolios. In my last internship at KPMG, I served client engagements within the consulting, financial, manufacturing, and pharmaceutical industries. At KPMG I collected and analyzed audit evidence based on risk and materiality and executed controls testing to provide reasonable assurance over the controls' operating effectiveness. Lastly, I gained leadership skills by holding officer positions in Beta Alpha Psi and the Undergraduate Student Government Association.

I feel that the FVS Associate role would allow me to utilize my current skills in a client facing and team based role. Grant Thornton's focus on collaboration, respect and responsibility is in alignment with my values. I am consistently impressed by GT's rankings and employee feedback and I know that I would be able to bring my past experiences and skills gained to this team.

For your consideration, I have enclosed a resume that more completely describes my education and experience. I am very enthusiastic about this position and I look forward to discussing the opportunity with you further.

Sincerely,

Name
(Some information retrieved from careerbuilder.com)