

David Lara Jr.

McAllen, Texas | (956) 467 - 7994 | dave.lake.54998@gmail.com

Accountemps

Dear Hiring Manager:

I am applying for the position of Payroll Tax Administrator. My name is David Lara Jr. and I am currently pursuing my bachelor's degree in Accounting at South Texas College in the city of McAllen, Texas. My dream of going out from my city of origin to go work in a beautiful city like Dallas, that I have visited more than once for vacation and to visit relatives, would make for an amazing experience for me after graduating from college.

I currently have the base knowledge of Payroll Tax and the basic procedures that are required. I will not require extensive training as other applicants may need. After finishing my bachelor's degree in one month, I would like to have the opportunity of having this job knowing that I have the knowledge and experience that is required to work at Accountemps.

It would be an honor for me to have an interview at Accountemps for the Payroll Tax Administrator knowing that I have all the qualifications that are listed to have a chance to work in this beloved company.

Thank you for your time and hope to hear from you soon

Sincerely,

David Lara Jr.

DAVID LARA JR.

1110 N 17th St

McAllen, Texas 78501

(956) 467 -7994

dave.lake.54998@gmail.com

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SUMMARY

I have finished my associates in Business Administration, and I am currently a few weeks from graduating with my bachelor's degree in Accounting. I have strong understanding and knowledge for all the responsibilities in the position of Payroll Tax Administrator.

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SKILLS AND ABILITIES

Computer Skills

- Knowledge and practice with Word and Excel.

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EDUCATION

AA in Business Administration – 2016

BA in Accounting - 2019

South Texas College, McAllen, Texas

Grade Point Average: 3.82 (on a scale of 4.0)

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EMPLOYMENT EXPERIENCE

1/2019- Present (20-30 Hours per week): Accountant Assistant (Accounting Internship)

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Professional References

David Lara Jr.
1110 N 17th St
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(956) 467 – 7994
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Mehdi Kolahdouz – Professor

South Texas College
3201 West Pecan Blvd
McAllen, Texas 78501
(956) 872 – 2630
mehdik@southtexascollege.edu

NOTE: Mehdi was my Accounting and Payroll & Business Tax Professor for three semesters.

Ricardo C. Rodriguez – Professor

South Texas College
3201 West Pecan Blvd
McAllen, Texas 78501
(956) 872 – 6775
rickrod@southtexascollege.edu

NOTE: Ricardo was my College Success Instructor for one semester.

Alexandra Morales – Academic Coach

South Texas College
3201 West Pecan Blvd
McAllen, Texas 78501
(956) 872 – 6755
amorales_0397@southtexascollege.edu

NOTE: Alexandra was my Academic Coach during my bachelor's degree program.

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Dear Hiring Manager:

Thank you for the interview for the position of Payroll Tax Administrator. For the past three weeks since the interview, I have been waiting eagerly for any response towards the position. I just wanted to send this letter to thank you for the time and kindness of taking me into consideration for this job. I do not know if the position is still available or not and I would like to know what the status is regarding the job's availability, if possible.

Again, thank you for the time that you have taken for the interview and for reading this letter, it means a lot to me.

Hope to hear from you soon

Sincerely,

David Lara Jr.