

Greenfield

Cardiff, Wales, 26 November 2024

Dear Hiring Manager,

I'm thrilled to apply for the Accounting Apprenticeship position at **Greenfield**. With hands-on experience and a passion for numbers, I'm eager to grow my skills further while contributing to your team's success.

As an Apprentice Accountant at AB Accountancy, I've tackled everything from approving sales orders and raising invoices to assessing creditworthiness for new accounts. I even streamlined our invoice process, cutting turnaround time by 15%—a change that made life easier for both our clients and our team. Before this, my role at City Finance Corporation sharpened my understanding of financial records and cash flow systems. I particularly enjoyed finding solutions to tricky invoice queries, like recovering £2,000 in outstanding payments—a moment that reinforced my love for problem-solving.

- *Reduced invoice query resolution time by 20%, improving client satisfaction.*
- *Recovered £2,000 in outstanding payments by identifying and resolving discrepancies in accounts receivable records.*
- *Streamlined document filing, reducing retrieval time by 25% and enhancing team efficiency.*

What draws me to Greenfield is your focus on helping businesses thrive. I'd love to bring my skills in financial reporting, cash management, and organisation to support your mission while developing under your mentorship.

Thank you for reviewing my application. I'd be delighted to chat about how I can make a difference as part of your team!

Kind regards,
Amirah Khan

Attached: CV and references