

Priya Shah

Portland, OR

September 14, 2026
Oak Street Accounting

Dear Hiring Manager,

I am applying for the Bookkeeper role at Oak Street Accounting. My accounts-assistant work with local business clients would help me support your clients' day-to-day records and prepare their files for the accountant's month-end review. I want a bookkeeping role where I can handle a regular set of accounts and keep learning from an experienced accountant, which fits the work you describe.

At Cedar Bookkeeping, I help maintain records for eight local business clients under the accountant's supervision. I enter supplier bills and customer invoices in QuickBooks Online, match bank transactions to supporting records, and flag items that need the accountant's review. I also prepare simple Excel schedules for regular costs and outstanding invoices.

When we were repeatedly asking clients for the same missing receipts at month end, I started keeping a short list of missing receipts for each client. I sent one email with the dates and amounts we needed and updated the list as documents arrived. The accountant could then see what was still missing without checking several email threads. This is the kind of clear, specific follow-up I could bring to your client accounts.

Thank you for considering my application. I would welcome a conversation about supporting Oak Street Accounting's clients with careful recordkeeping and clear month-end paperwork.

Sincerely,

Priya Shah