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03/22/2021
Libretta Champagne
HR Department
ARIVA
69 E 167th ST
Bronx, NY 10452

Dear Mrs. Champagne,

I am writing you to apply for the Tax Preparation Assistant position for the summer of 2021. After thoroughly reading your job posting on the Symplicity website, I am confident that I am a qualified candidate and hope that we can schedule an interview soon.

I am currently a junior-year mechanical engineering student at The City College of New York. Apart from my concentration in engineering, I am enthusiastic about personal finance and other financial aspects. I have taught myself how to file tax returns and have successfully done so for three years. I have extreme attention to detail and work well with tax filing software. I would be proud to be a part of the tax preparation department at ARIVA and contribute to helping low-income New Yorkers file their taxes with less stress.

I am confident I have the technical skills and experiences you are seeking for the position. Feel free to contact me with further questions. Thank you for your time, and I look forward to hearing from you to schedule an interview.

Sincerely,

Mohammed Fahim Shariar

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