

Dear Hiring Manager,

Good day. I hope you are doing well.

This is to signify my interest in applying for the position of Bookkeeper or any accounting position that will suit my qualifications as a CPA.

My name is Kathleen Kay Tesoro, a Certified Public Accountant in the Philippines with 16 years of professional experience both local and international. I have handled and performed different roles in Accounting, Internal Audit, Treasury and Taxation within diverse industries like manufacturing, BPO/Shared Services, supply chain and logistics, hospitality, healthcare, construction, transportation, automotive etc.

I'm currently working remotely as a Corporate Accountant in a real-estate company in Canada. I deal with the corporate side of the company doing bookkeeping, AP, AR, payroll, financial reporting and analysis. Prior to that, I also worked virtually in an accountancy firm based in London, England for over 2 years. Working in an accounting firm gave me exposure to various cloud-based accounting softwares such as QuickBooks Online, Xero and Sage One to perform bookkeeping, accounting, payroll and taxation services to a wide range of clients of different industries around United Kingdom.

I am looking for a part-time role only or I can also work full-time if the schedule is flexible. If you have that kind of setup, please consider my application.

Should you wish to discuss more of my skills and qualifications, please feel free to reach me here at my gmail address (kayilar03@gmail.com), yahoo mail (kkay_ilar@yahoo.com) or at skype (live:kkay_ilar). I am available for an interview at your most convenient time.

Thank you very much and I look forward to hearing from you soon.

Yours faithfully,

Kathleen Kay Tesoro, CPA