

### **Personal Statement Format For Job**

My name is Mark Collins, a certified Public Accountant, and a fresh graduate from UC- Santa Cruz. I am writing with the intention to fill in the position as an Accounting Clerk in your auditing firm. I have been told by a colleague that your accounting firm is a notable one with a sizeable clientele in the Greater Los Angeles area, and I am very much interested to venture into an employment opportunity with your respective office.

Although I may not have the significant amount of experience that a lot of employees may have, I have been trained in many accounting programs, both in the academe and through multiple internships. I have been able to maintain a high GPA throughout my university years and I've also been able to get good recommendations from previous internships that I have completed. I was able to gather a sizeable amount of experience balancing sheets, understanding the ins and outs of business, managing payroll schemes and doing liquidation reports in a weekly, monthly and quarterly basis.

When I was younger, I aimed to look for a career that would make me contribute to a better world. I think that my aspiration to belong in the world of accountancy is my answer. I can inspire good business practice through my work, become a better individual through honesty and professionalism and most of all learn to become a better accountant by taking the time to hone my skills every time I am tasked to do a job. If you consider my application, you will see that I am a driven and motivated accountant, and you will definitely not regret hiring me.