

Kingston Banks

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📍 123 Maple Street, Springfield, IL 62701

JULY 28, 2026

Hiring Manager
CGS Solutions
Springfield, IL

Dear Hiring Manager,

I am excited to apply for the Entry Level Cost Auditor position at CGS Solutions. This role provides an opportunity to blend my educational background in Accounting with my enthusiastic approach to auditing.

At the University of Illinois, I immersed myself in various academic projects focused on auditing and financial analysis. My time collaborating on university financial records enabled me to appreciate precision in compliance and practice. Each experience transformed challenges into learning moments.

During an extensive project as an Audit Team Member, I partnered with professionals to pinpoint irregularities and suggest improvements. We analyzed diverse financial datasets and crafted a comprehensive audit report. Presenting our findings to faculty boosted my confidence and highlighted my communication skills.

Additionally, I supported a financial compliance project as a Research Assistant. In this role, I honed my data analysis skills, gaining insights into necessary improvements in financial practices. It was rewarding synthesizing complex information into tangible recommendations for compliance.

I believe my strong foundation in auditing principles, alongside my capabilities in Microsoft Office, can contribute effectively to CGS Solutions' audit team. I aim to foster a culture of compliance while ensuring operational efficiency.

I look forward to discussing how I can contribute to CGS Solutions.

Thanks,

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