



Contact

-  **Address**
123 Main St, Springfield, IL 62701
-  **Phone**
(217) 555-0123
-  **Email**
cohen.chambers@example.com
-  **LinkedIn**
linkedin.com/in/cohenchambers
-  **Website**
cohenchambers.com

Cohen Chambers

Junior Staff Accountant

JULY 28, 2026

Hiring Manager
Christian Community Health Center
Chicago, IL

Dear Hiring Manager

I am thrilled to apply for the Junior Staff Accountant position at Christian Community Health Center. This opportunity resonates deeply with my passion for financial clarity and support within non-profit organizations. I know how vital accurate financial records are for service delivery.

During my stint at Community Support Services, I maintained extensive financial records. Each day presented unique challenges. A determination to ensure compliance propelled me to verify daily transactions thoroughly. Engaging with my team improved transparency. This collaborative atmosphere enriched our output.

While working as an intern at Helping Hands Non-Profit, I encountered numerous situations that tested my abilities. Helping the team prepare monthly statements heightened my attention to detail. The support of mentors inspired me to cultivate my skills further. I always looked for ways to improve processes.

I appreciate the chance to apply my experiences in a community-focused environment. I believe all stakeholders thrive when financial oversight is robust. This inspires me to bring my best. Mutual goals drive effective collaboration, enhancing overall mission alignment.

Best regards

Sincerely,

Cohen Chambers

Cohen Chambers