

# Kendrick Lewis

☎ (305) 555-0123 ✉ [kendrick.lewis@example.com](mailto:kendrick.lewis@example.com) 💻 <https://linkedin.com/in/kendricklewis> 📍 Miami, FL 33101

AUGUST 01, 2026

Hiring Manager  
Community Financial Solutions  
Tampa Bay, FL

Dear Hiring Manager,

I am thrilled to submit my application for the Non-Profit Controller role at Community Financial Solutions; this opportunity fits perfectly with my aspirations and abilities within the non-profit sector, where I have accrued over six years of extensive experience managing complex financial operations, providing oversight for diverse funding initiatives, and ensuring compliance with multifaceted grant requirements.

My recent tenure as Non-Profit Controller at Community Financial Solutions has been replete with noteworthy accomplishments, including transforming financial reporting processes and advancing operational efficiencies within our accounting team, even though at times, I found myself grappling with the intricacies of fund accounting principles, which initially proved to be quite challenging.

In leading my team, I've cultivated a collaborative environment that embraces professional growth; I spearheaded initiatives that directly enhanced our approach to grant management while also improving our compliance with both federal and state policies, culminating in a significant reduction in audit discrepancies.

In a recent project with an external CPA firm, I orchestrated our annual audits alongside the preparation of tax filings and ensured our financial data was a clear reflection of our organizational health, reinforcing my belief in the transformative role that sound financial strategy plays in non-profits.

I believe I can bring a dynamic approach to the team at Community Financial Solutions, where my experience in supervising accounting personnel aligns closely with your need for someone who can mentor staff and enhance team dynamics, driving collective performance via a shared mission of service.

Thank you for considering my application.

Sincerely,

*Kendrick Lewis*

**Kendrick Lewis**