



# Pooja Huff

## Staff Accountant

### Contact

---

-  **Address**  
Dallas, TX 75201
-  **Phone**  
(214) 555-1234
-  **Email**  
pooja.huff@example.com
-  **LinkedIn**  
linkedin.com/in/poojahuff
-  **Website**  
poojahuff.com

AUGUST 01, 2026

Frontera Hotel Group  
Human Resources  
Richardson, TX  
75080

Dear Hiring Manager,

I am thrilled to apply for the Staff Accountant position at Frontera Hotel Group, this opportunity perfectly aligns with my growing skills and fervor for financial operations, where I can impact your accounting practices positively.

Having worked for Greenwood Hotel Group, I gathered experience managing daily accounts. I learned early on that accuracy matters immensely; a single mistake could throw off operations, which really kept me on my toes throughout the month.

At Greenwood, I routinely prepared journal entries while maintaining compliance with strict guidelines. Each month-end close process became a chance to demonstrate not just my technical ability but also my capacity to adapt quickly.

Over time, I contributed to financial reporting as well, ensuring stakeholders received timely and clear insights. My role demanded teamwork too, collaborating with diverse departments to drive operational decisions forward.

I genuinely cherish the opportunity to support hotel management directly. I understand the significance of adhering to GAAP standards while playing a part in building positive relationships, which is critical within the hospitality industry.

Thank you for considering my application.

Sincerely,

*Pooja Huff*

**Pooja Huff**