

# Pooja Huff

## Staff Accountant

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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**