

**Tom Choi**

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**Mr. Jeffrey Hua**

Recruitment Manager  
First Accounting  
19-22 Queens Road Central  
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**Thursday 12th January**

To Mr. Hua,

I am applying for the role of senior accountant at First Accounting because I believe I have the skills, experience and dedication to succeed in the role offered.

I have spent the past 10 years working for local and global accounting firms, instilling a profound understanding of the industry as a whole, and cementing my passion for best practice financing. I have developed positive relationships with finance firms, banks, accountants and auditors from around the globe, and an intimate understanding of what is required to manage large and successful client portfolios.

In my current role as Internal Auditor at Collective Capital Limited my primary responsibilities are developing and maintaining accounting systems and procedures in accordance with the Common Law System of Hong Kong. I provide regular, detailed analysis of capital allocation and forecasting spend to remain both up-to-date and competitive with international trends.

At Collective Capital Limited I was solely responsible for refining the reporting process and I reduced costs by 37% in just two years. I also played a critical role in the cross-departmental Project Exponential, through which we succeeded in diversifying our client base by 15%, engaging with three new international markets. These are two accomplishments I remain extremely proud of today.

It is clear to me that First Accounting uses tried-and-tested approaches to deliver the best results for stakeholders and clients, and that these clients are truly at the heart of your business. I feel connected to the organisational values of perseverance, respect and excellence. These are qualities I believe to be critical for all financial workers to achieve real success.

During my Masters of Finance degree I was the recipient of the International Federation of Accountants (IFAC) Innovation scholarship. Since then, my eagerness to innovate and improve accounting functionality, service provision and revenue has only deepened. I hope to be able to further these skills and my ambition with First Accounting.

Thank you for your time. I look forward to discussing the role further with you.

Respectfully yours,  
Tom