



Contact

- Address**
Lake Forest, IL 60045
- Phone**
(847) 555-1234
- Email**
leo.pitts@example.com
- LinkedIn**
<https://linkedin.com/in/leopitts>
- Website**
leopitts.com

Leo Pitts

Project Accountant

AUGUST 01, 2026

Hiring Manager
Creative Solutions Group
Vernon Hills, IL

Dear Hiring Manager,

I am excited to apply for the Project Accountant position at Creative Solutions Group, a role I believe aligns seamlessly with my specialized skills and diligent work ethic accumulated over years within the construction sector.

Having successfully managed invoicing, lien waivers, and cash flow analysis for past employers, I have consistently analyzed billing reports to ensure timely receipts of receivables and maintain compliance, which I find crucial for project success.

I thoroughly understand the importance of these responsibilities, and during my tenure, I have assisted project managers with detailed analysis of job costing and budget planning, equipping me with the necessary insights to foster strong financial performance.

My proficiency in advanced Excel has proven invaluable while working with large data sets, allowing me to streamline processes and enhance reporting efficiencies that directly contribute to the bottom line.

Transitioning from my role at Innovative Contracting Solutions to join Creative Solutions Group presents an exciting opportunity; I am eager to bring my abilities to your esteemed team and help optimize your ongoing projects.

Sincerely,

Thanks,

Leo Pitts

Leo Pitts