**[Your Name]**

Address, City, ST ZIP Code | Telephone | Email

Date

Recipient Name

Title

Company

Address  
City, ST ZIP Code

Dear Recipient Name:

I feel very happy to apply for the position of Accounting specialist at (name of the company). I was fortunate enough to get a chance to visit the facility of (name of the company). Since then I have admired your company because I loved the environment and the professional attitude of all the employees. So, when I looked at the advertisement that your company was offering a position for Accounting specialist, I was more than just happy and was looking forward to applying as early as possible. Furthermore, the job description totally matched my abilities and experience.

I am a person who is well organized and effective. I also have the ability to stay perfectly calm and composed under strict deadlines.

I am punctual and have a habit to complete the assigned tasks beforehand. As I can complete the task before the deadline, I always have extra time to recheck the files for any mistakes or errors before submission. I take my work very seriously and try my best to improve the quality of my work. Due to all of my above listed abilities, I think that the job duties mentioned in the advertisement for the position of Accountant at (name of the company) perfectly align with my skills. Moreover, my education from a reputed institute (name of the university) combined with my (number of years) experience in this field makes me a perfect fit for the job.

Speaking of my previous experience of (number of years) at (name of the company) I was acknowledged and praised for my quality of work. I have also won the employ of the year award twice in a row. I like to learn new concepts and methods. Alongside of other tasks, I was also assigned the task of managing the company’s financial statements. After compiling those statements, I used to provide them to the auditor. I basically acted as a link between the external audit team and the company’s internal department of accounting. I can proudly say never have I ever in my professional career received a complaint regarding my work.

I also have excellent conflict resolution and communication skills. These skills are the result of my role in several customer service centers before the completion of my professional degree. I am good in software relating to accounting i.e. MS word, PowerPoint and Excel. Moreover, I also have hands-on experience over several other tax and accounting software. I would like to thank you for your time and consideration of my application. Looking forward for a positive reply.

Sincerely,

[Your Name]