Date

Recipient Name

Title

Company

Address  
City, ST ZIP Code

Dear Recipient Name:

I am happy to apply for the post of Accounting Manager in (name of the company). I saw the advertisement in the (name of the newspaper). After reading the advertisement I knew I had to apply for this job at (name of the company) because I have always liked your company. I think your company is one of the few companies with a very good reputation. I also am aware that your company has open its new branch in (name of the place) so, I was kind of waiting for this advertisement to come so that I can apply for the position of Accounting Manager in your company.

I am a detail-focused individual with excellent skills in finance. I like to come up with innovative ideas that could reduce the overall cost and increase the percentage of income. Speaking of my skills, they stem from the 10-year experience I have as an Accounting Manager. I have served in (name of the company) at this post. I was not only liked by the CEO of the company but also by my fellow colleagues due to my friendly and hardworking nature. I used to assist my colleagues in completing their tasks. I truly believe that if you allow me to be a part of the Accounting team of your company I can prove to be of high value. I am excited to be a member of the Accounting team of your company and make contributions based on my experience.

During my work in the (name of the company) I was responsible for handling the finances for each department of the company. I also used to organize and submit the financial reports as a concise overview. I used to present my views and ideas to the executive team over different subjects. I was always praised by the company’s CEO for my strategic recommendations. Moreover, I also am an expert in different software systems which include Microsoft dynamics, NetSuite ERP and QuickBooks.

I would like to thank you for your time and consideration. I am truly obliged that you considered my application for the position of Accounting Manager in (name of the company). I look forward to hearing good news from your side. I also am very enthusiastic to learn more about the accounting team of your company and the different responsibilities they have. I assure you that you will not regret if you choose me for this position.

Sincerely,

[Your Name]