Date

Recipient Name

Title

Company

Address  
City, ST ZIP Code

Dear Recipient Name:

I am very glad to write this cover letter for the position of Accounting Manager in (name of the company). I first came to know about your company in (date or year) through an advertisement in the famous newspaper (name of the newspaper). I read the interview of the CEO of the company in that newspaper and I was quite impressed by his views and ideologies. I have always desired to work under the supervision of such a human being who has passion for his work.

On (date or time of year) I was fortunate enough to meet the CEO of your company in his office for some business dealings. I not only loved his own personality but also the way he motivates his employees to work harder and most importantly his own attitude towards his company’s success. I decided that day that if I ever got a chance to work under the supervision of this person, I would never miss that chance.

Yesterday, I saw the advertisement in the newspaper (name of the newspaper). I was more than happy to know that your company was hiring for the position of Accounting Manager. The advertisement seems to ask for an experience of 2 years for any candidate who wishes to apply for the post. Fortunately, I have served as an Accounting manager in (name of the company) for 10 years. Thus, my experience is much more than asked. (name of the company) is one of the reputed companies of the country and thus, having worked in such a company also goes in my favor.

Speaking of my responsibilities in the (name of the company) I have been managing the finances for each department of the company. I also took part in sharing my ideas and views with the executive team. I was always praised for my strategic recommendations by the CEO of the company. His words were “I consider you the vital component for the company’s fiscal health”.  I also have expertise in handling different software which include NetSuite ERP, QuickBooks and Microsoft Dynamics.

At last I would like to extend my gratitude to you for considering my application for the position of Accounting manager. It is a dream come true for me. I am therefore looking forward to learning more about your company and the responsibilities that the accounting team has in your company. I am hopeful of providing innovative solutions to meet the company’s objective.

Sincerely,

[Your Name]