

Employment Accountant Cover Letter Sample

Your Name
Your Address
Your Contact details (phone and email)

Date

Mr Mark Stevens
Human Resources Director
ABC Company
15 South Parkway
Long Island, NY 11551

Dear Mr Stevens

I have over seven years solid accounting experience and am responding to your recent job posting for an Accountant. I would like to highlight my skills and expertise as they relate to your current requirements.

- Extensive experience in compiling and analyzing accurate and timely financial reports utilizing a number of procedures and applications.
- Established and monitored implementation of accounting control procedures and streamlined a number of reporting processes to ensure aggressive deadlines were met.
- Developed innovative solutions for achieving a wide range of financial management strategies and objectives include cost reduction and the optimal use of key technology.
- Strong IT skills with knowledge and experience in accounting applications including MS Office, NetSuite, Peachtree and QuickBooks.
- Solid background in auditing, taxation and budgeting.
- Proven people management and supervisory skills.
- In depth knowledge of current legislative and regulatory requirements.

I am seeking an opportunity to excel in a dynamic company and have enclosed my resume as further evidence of the contribution I can make to ABC Company. I would enjoy meeting with you to further discuss this opportunity. Please contact me, via phone or e-mail, to set up a mutually convenient time and date for us to meet.

Thank you for your time and consideration and I look forward to speaking with you soon.

Sincerely

Joe Accountant