**Accounting Cover Letter**

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 year’s solid accounting experience and respond to your recent job posting for an Accountant with enthusiasm. 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, and Fresh Books.
* 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

Enclosure