Samantha Reilly

17 Grey Street

Belfast

BT2 1BT

Samantha.Reilly@email.com

07785 467 731

Daniel Smith

Entrica

15 Brown Lane

Belfast

BT1 1FF

23/09/18

Re: Application for Management Accountant Role

Dear Mr. Smith,

I am writing to apply for the Management Accountant Role at [company name] as advertised on Monster.co.uk and explain why my skills and experience would make me a strong candidate for this position. As an ambitious management accountant, I am keen to gain exposure at one of the top 10 global accountancy businesses and this position corresponds perfectly with my professional aspirations.

As a fully-qualified CIMA accountant, I am able to bring a range of relevant knowledge and abilities to this role and to support your clients:

* On completing my BSc (1st class Hons) in Economics from The University of Liverpool, I joined a graduate scheme at BY Accountancy where I came top of my cohort in examinations
* I completed reporting for a range of UK and European clients in a timely fashion and received a commendation from my supervisor for accuracy
* I liaised effectively with external auditors in different jurisdictions and time zones, and built effective working relationships

With a solid base in management accounting, strong interpersonal skills and pinpoint accuracy, I believe I would be well placed to contribute to your organisation. I look forward to hearing from you and would be delighted to answer your questions at interview.

Sincerely,

Samantha Reilly