Dear Mr./Mrs./Ms [Hiring Manager’s Name]

I hereby apply for the senior accountant position, which your organization [company name] advertised on its website yesterday. My qualifications and professional background strongly match the requirements to fill this position.

I have worked for [name of your previous company] for four and a half years as a senior accountant. In those years, I have acquired more knowledge and experience that will be very valuable to your company. With great organizational and problem-solving skills, I believe I can contribute positively to this organization if hired.

During my tenure, I made two impressive achievements. In my third year with the organization, I helped the company reduce operating costs by 20 percent, thus receiving a commendation from my boss. Then in my final six months, I had the company’s tax obligations drop by 5 percent.

As a member of the AICPA for more than five years, I have attended numerous seminars organized by this association to further hone my skills and stay updated with new standards and practices in the accounting profession.

Attentive to detail, result-oriented and a great team leader, I would like to put those qualities together with sharp skills and vast experience to use for the benefit of your organization. If considered, I am confident that I will play a key role towards the future growth of your organization. I have done a great job for many organizations with a proven track record.

By Errole