**ACCOUNTING COVER LETTER**

Robert Atkinson  
Hiring Manager  
Dayjob Ltd  
120 Vyse Street  
Birmingham  
B18 6NF

1st August 20XX

Dear Mr Atkinson,

With over seven years’ experience of Accounting at managerial level, I feel I would be a perfect match for the vacancy you advertised yesterday on the Dayjob.com website.

I am a highly numerate and confident individual who has a strong ambition to build and progress my career within your company. I am keen to join a winning team like yours that also has a reputation for being a friendly, welcoming and a fantastic place to work.

I have a clear understanding of accounting rules and possess the ability to accurately analyze and interpret large amounts of complex financial data. My other key strengths include being able to communicate complex financial information clearly to non-financial people and being able to identify areas where small changes can make a real difference.

Right now I am working as an Accountant for Midland Financials. It is a hands-on position that requires me to lead a multi-disciplinary team and coordinate accounting matters with other departments. With them I am in charge of key issues such as budgetary planning, project costing, monitoring income, analysing expenditure, account reconciliations and tracking financial issues. In addition to this I give expert advice on everything from accounting regulations to the interpretation of accounting standards.

Please find further proof of my competencies, qualifications and future potential in the attached CV. I look forward to the opportunity of meeting you in person, so as to not only learn more about your firm, its plans and goals, but to also discuss how I might contribute to its continued success.

Thank you very much for taking the time to review my application.

Yours sincerely,

Name