**ACCOUNTING COVER LETTER**

Mr Philip Smith  
Hiring Manager  
Richmond Accountancy Services  
London

23 October 20XX

Dear Mr Smith

I apply in writing in relation to the aforementioned Financial Accountant position, as advertised on the Dayjob.com web site on the 21st October.

I am seeking the opportunity to consolidate strong academic qualifications and sound professional capabilities within a large corporate environment. Your accountancy position seems an ideal prospect, since I have previously built up a diverse and strong project management background to work for the mutual benefit of both the company and the client.

I feel that I can be asset to your firm as my experience in accounting and administrative functions spans 4 years, with the large majority of my experience as an Accounting Manager with Jackson Accountancy Services.

My expertise lies in an ability to effectively interact with clients and vendors, identify and resolve complex accounting issues and develop innovative solutions to achieve financial management objectives.

My additional abilities are listed in the enclosed CV. As you can see from my resume, my professional experience has given me the capability to provide comprehensive and thorough financial and accounting solutions.

I would appreciate the opportunity to interview for this position, as I am certain that a face-to-face meeting would more fully reveal my positive attitude and ability to meet your expectations. Thank you for your time and consideration.

Yours sincerely:

Richard Daniels  
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