**Accounting Clerk Cover Letter**

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Ms. Dorthea Orris
Human Resources Manager
Unitrin Services Group
1992 Valley Lane
Austin, TX 78736

May 3, 20XX

Subject: Application for position of Accounting Clerk

Dear Ms. Orris,

I am submitting this letter in interest of the position of Accounting Clerk as advertised. I believe I can offer the accounting and filing skills necessary to benefit and further the aims and interests of Unitrin Services Group.

To summarize the value I can bring to your organization, I have:

– In excess of 5 years of experience in maintaining and filing accounting files and documents of a varied and diverse nature, as well as general ledger recording and filing.

– Experience in the documentation of accounts payable, and researching and resolving any accounting discrepancies. I exercise a personal and supportive approach to encourage enhanced performance at both the individual and team levels.

– Experience in assisting accounting department personnel where appropriate, keeping management informed through regular reporting on progress and any problems encountered.

– An adaptable and flexible nature attained through working in situations of a demanding, mission-critical nature where the overall success of the team, as well as each individual, is the desired outcome.

I believe in building strong relationships with team members and fellow workers, whether equals or superiors. I have no doubt that my positive, team-centered attitude, coupled with my constant drive to produce solid results, will provide a constructive advantage to Unitrin Services Group.

I feel sure that a meeting would be in both our interests and I would appreciate the opportunity to discuss how my experience and qualification as an Accounting Clerk can contribute to Unitrin Services Group. Please contact me at (123)-345-7934, or email me at l.boren@zmail.com.

Yours Sincerely,

(Signature hand written in blue pen ink)

Lura Boren

Encl: Resume