(Manager’s Name)

HR Manager

Company Name

Company Address

Date

Dear Mr. /Mrs. /Ms. (Manager’s Name)

With reference to the advertisement on your website this week, I wish to apply for the role of Bookkeeper at your company.

As an analytical and dynamic individual who has a proven history of exceeding expectations through performance, I believe I would be able to participate and impact considerably tthe ongoing operational success of your company. Some of the key talents I can bring include streamlining payment systems, reducing turnover in receivables, and improving the efficiency of invoicing.

My present employment at Franklin & Rodgers Business Solutions as a General Bookkeeper has helped me to develop my abilities in key commercial areas such as financial calculations, formulating invoices, and correcting spreadsheet errors.

I can combine my effective communication skills with functional knowledge to identify opportunities and deliver a satisfactory outcome while working alone or as a part of a larger team. You will find me as someone who can tackle all requisite responsibilities including administrative and customer service duties.

I have enclosed my resume for your review and would be thankful for an opportunity to meet with you in the near future to discuss what I can contribute.

Sincerely,

Name

Address

T: Phone number

E: email address