(Manager’s Name)

HR Manager

Company Name

Company Address

Date

Dear Mr. /Mrs. /Ms. (Manager’s Name)

Please accept my application for the position of Certified Public Accountant, as advertised in the website’s name website on Date.

As a Senior Audit Associate with Pricewaterhousecoopers, I have displayed an ability to drive out inefficiencies through process improvement and assist in the maintenance and development of financial systems and procedures. Furthermore, I have successfully performed risk assessment, data analytics, and financial review for over 20 projects.

Previously working as a Financial Analyst Intern with Uncle Chen’s Restaurant LLC, I assimilated extensive knowledge of and insights into accountancy and various financial processes including budgeting, purchase orders and accounts reconciliation.

Proactive, innovative and highly influential, I am seeking a challenging but rewarding position, which is why I was naturally drawn to this exciting opportunity.

I hope to discuss my eligibility for the role further with you in the future.

Sincerely,

Name

Address

T: Phone number

E: email address