**ACCOUNTING COVER LETTER**

Sarah Hadid
Hiring Manager
Birmingham

1st August 20XX

Dear Ms Hadid,

Further to your recent advertisement for the position of Accountant the Dayjob.com website, I would like to be considered for this vacancy and enclose my CV for your review. As a pro-active, ambitious individual who has a strong grasp of the principles of financial accounting and taxation, I feel I am perfectly suited to your role.

I am a renowned expert at controlling budgets to deliver value for money and am confident that I could make an immediate impact on your operations.

Since July 2012 I have been employed as an Accountant with Northern Financials. I am primarily responsible for the preparation and review of their statutory consolidated interim and year end financial statements.

 In addition to this I am actively involved in providing financial advice and insight to help improve the company’s business and decision making processes. During my time with the company I have fine tuned my competencies in key areas such as; corporate financial accounting, balance sheet reconciliations and payroll administration.

On a personal level I am someone who is flexible and able to adapt positively to any change and challenges that may arise during the course of my work.

Right now I am interested in expanding my professional horizons and working for a company like yours where I will have an opportunity to be part of something big. Greater details of my accomplishments and achievements can be found in the resume that came attached with this letter.

I greatly appreciate you taking the time to review my application and eagerly look forward to hearing from you as regards an interview.

Yours sincerely,

Name