

Full Name

111 Street Ave * Los Angeles, CA 90024 * myemail@fake.com * 555-444-4444

Contact Name

Company Address

RE: position title

Dear Contact Name,

I am in applying for the position of position title at your company. I am excited about this position because . . .

(also cite any contacts you may have at the company)

As a senior accountant with over two years of experience who has passed all four CPA exams and completed the appropriate CPA coursework, I have the skills and knowledge required to make a strong contribution at your company. I also have a strong educational background, having completed my BA in Economics from the University of California Santa Barbara with an overall GPA of 3.5. In prior positions, I have taken on additional responsibilities or worked overtime if it was needed to get the job done and meet the needs of my employer.

My major accomplishments at my last employer, Chemical Company, include:

- A promotion to Senior Accountant because I took on additional responsibilities and handled difficult financial reporting duties during a challenging transitional period for the company.
- Assisting the CFO/Controller in the creation of a new monthly closing process, as well as streamlining accounting procedures to comply with GAAP standards, while decreasing the error rate by 50%.
- Participating in the valuation and intended spinoff of the Company subsidiary from the parent company by assisting in the creation of 3 years of GAAP-compliant financial statements for the segmented companies.
- Aiding in the migration to the new Dynamics AX ERP accounting system and correcting upgrade-related errors in inventory accounting and accounts receivable/payable.

I hope to make a similarly strong contribution at your company.

Please call me at 555-444-4444 or email me at myemail@fake.com so we can discuss how my skills and experience can benefit you.

Thanks,

Full Name