**Robert Smith**

***Contact details***

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**Accounting Assistant**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

This Letter is regarding my interest in applying for the post of Accounting Assistant at your Company. I am an accounting professional with over four years of experience in the field of financial management. My qualifications and work experience align perfectly with the expertise you are seeking. I am confident that I can play a vital part in the company’s growth trajectory.

[XXX Company] is held in high regard for its client-centric approach. The structural and methodical way of handling finances has me in awe. It has set the standards of Account Management very high. It never fails to amaze me on how the company surpasses the expectations in every financial year. I am certain that being a part of your company will help me advance my skills and upgrade them to greater lengths.

In my current role at [YYY Company], I perform the following tasks and duties:

* Update intra-company accounting databases and spreadsheets.
* Reconcile and manage financial statements and invoices.
* Utilize database software to organize financial account information.
* Perform internal audits as per requirement.
* Report and maintain the status of payable and receivable accounts.

From a strong knowledge of tax strategies and financial documents to analysing and conducting research, my experience has prepared me to excel in this role. I believe that your Company will provide me with an excellent platform to upgrade my skills and abilities.

I look forward to meeting you in person to discuss how well I would be a fit in your company. Thank you for your time and consideration.

Sincerely,

[Your Name]



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