

**Robert Smith**

**Accounting Associate**

[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],

Please accept my enclosed application for the position of Accounting Associate at your company. I am an analytical and experienced professional with two years of experience in the field with proven abilities in performing comprehensive accounting responsibilities. I believe I am well positioned to exceed your expectations for this role and can be an asset to your company.

Being a multi-national company in the investment market space, it is imperative to explore and seek out potential new partnerships. [XXX Company] has been at the forefront of using innovative technology to analyse the financial needs of growing start-ups. The long list of diverse clients stand testimony to the prominence of your company.

I have a Bachelor’s degree in accounting, and my studies centred around financial accounting, statistics, and management accounting. It helped me become familiar with accounting software, systems, and the guidelines surrounding it. At my former place of work, I handle the following responsibilities:

* Performing clerical duties within the accounting department.
* Maintaining financial records and ledger.
* Documenting travel and client meeting expenses.
* Processing multi-state and international invoices within a fast-paced work environment.
* Training new hires in the accounting team.

I have extensive knowledge of computer programs, along with excellent organizational and time management skills. I believe that your company will provide me an excellent platform to upgrade my skills and abilities.

I look forward to meeting you in person so that we can discuss the opportunity in detail. Thank you for your time and consideration.

Sincerely,

[Your Name]