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| **Robert smith**  **Accounting Clerk** | **Phone**: (123) 456 78 99  **Email**: info@qwikresume.com  **Website**: [www.qwikresume.com](http://www.qwikresume.com)  **LinkedIn**: linkedin.com/qwikresume  **Address**: 1737 Marshville Road, Alabama. |

[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],

Upon hearing of the requirements for a new Accounting Clerk post at your company, I decided to submit my resume for your consideration. I believe that I possess all the necessary technical skills to join the team and contribute significantly to the provision of Accounting Clerk.

Since I have been employed as an Accounting Clerk, I have developed a strong grasp of financial theory and accounting fundamentals. My capacity for data analysis and inference-making has aided me in resolving several challenging accounting issues. Furthermore, I have the ability to interact closely with clients, which has given me the chance to develop interpersonal skills that are essential for the position. I do have a track record of achieving financial objectives for the business while upholding exacting accounting standards. In my past job, I oversaw keeping precise accounting statements, creating monthly reconciliation statements, and publishing interim financial documents. I also received thorough understanding in the applications like Excel and word.

Here are some of my qualifications and credentials –

* Documents financial information and reports after reconciling various expenses.
* Answers calls, receive, and logs mail, welcomes guests and helps with various administrative tasks.
* Helps with the ordering, management, and use of the agency's inventory, supplies, and equipment.
* Supervise, mentor, and instruct staff members, students, interns, and volunteers.

In conclusion, I feel that my training, experience, and abilities make me a strong candidate for this job with your company. I would be grateful if you would get in touch with me whenever you are convenient if you want to talk more about my qualifications for the job.

Thank you for your valuable time and consideration.

Sincerely,

[Your Name]