

**Robert Smith**

**Accounts Officer**

[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],

I am submitting this letter in response to the job position for the post of Accounts Officer in [XXX Company]. With four years of experience in providing clerical and administrative assistance in [YYY Company], coupled with my commitment to being up to date with my assigned work, I believe that I would significantly benefit your company.

[XXX Company] is held in high regard for its client-centric approach. Your company’s structural and methodical way of handling finances 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 as the Accounts Officer at [YYY Company], I perform the following tasks and duties:

* Process bank deposits of customers and vendors.
* Handle account inquiries from both internal and external sources.
* Reconcile and manage financial statements and invoices.
* Utilize database software to organize financial account information.
* Perform internal audits as per requirement.
* Generate financial reports for regulatory authority.

I have a proven track record to do the assigned work in the most accurate and timely manner possible, combined with strong organizational and problem-solving skills. 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 and take this forward. Thank you for your time and consideration.

Sincerely,

[Your Name]