**Robert Smith**

**Assistant Accountant**

[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 is in regards to my job interest for the position of Assistant Accountant at the [XXX Company]. I believe that I have the relevant skillset, knowledge, and experience that make me the perfect fit for this role.

[XXX Company] is an established accounting firm that is known for its quality services. Its reliance on customer-oriented practice and ethical professionalism has helped in creating a brand name of excellence and reliability. I am excited to have an opportunity to apply at your firm.

I have 5 years of experience working as an accounting advisor at [YYY Company]. My commitment to this field and interest in managing finances has given me a range of skills that is both fastidious and knowledgeable. My professionalism enables me to work with total discretion and confidentiality, making me a reliable assistant.

At my current workplace I hold the following responsibilities:

* Drawing a yearly budget.
* Managing expenditure.
* Maintaining account ledgers.
* Generating invoices.
* Work on tax returns.
* Managing payable accounts.

I am highly organized and detail-oriented. I am highly driven and ready to work hard, assist senior accountants, learn significant skills from there, and gain experience to become better at what I do. I will be an added asset to your excellent workplace.

I am looking forward to discussing with you the details of my candidacy and qualifications. Thank you for your time.

Yours Sincerely,

[Your name]

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