

**Robert Smith**

**Assistant Treasurer**

[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 Assistant Treasurer at [XXX Company]. My four years as an Accounting Controller at [YYY Company] aligns well with the expertise and qualifications you are seeking at your company. I am certain I would make a valuable addition to your company.

[XXX Company] has set the benchwork in the field of finance and account management because of its pragmatic approach to come up with cost-efficient products. The company has done a good job of incorporating the latest and cutting-edge technologies to manufacture a series of performance products for consumers. I am certain that being a part of your company will help me develop new skills and enhance my existing skills.

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

* Responsible for investment portfolio financing, dealing daily with major firms.
* Assisting in analysis, negotiation, pricing, and integration of acquisitions.
* Prepared financial statements and maintained the record of income and expenses.
* Created techniques to determine the value of investments of mortgage securities in the company.
* Created a debt compliance model that measured quarterly and yearly cash flow calculations precisely.

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. My previous experience has prepared me to excel in this role.

Thank you for your time and consideration.

Sincerely,

[Your Name]