**Robert Smith**

**Chief 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 letter is regarding my interest in applying for the post of a Chief Accountantat [XXXYYYY organization]. My …… years of working in the same position at [XXXXYYY organization] match well with the specifications required for this job.

With a strong network of professional, educational qualifications and passion in reducing crime - I am sure to deliver positive outcomes as per your organization's needs. My experience in the role helped me understand various procedures and guidelines surrounding the field like –

* Financial Accounting.
* Management Accounting.
* Planning of yearly budgets.
* Preparation of financial reports.
* Resolution of conflicts.

Given an opportunity, I assure you to give my best to this job and become an asset to your organization.

Looking forward to hearing from you soon.

Sincerely,

[Your Name]

1737 Marshville Road, Alabama, (123)-456-7899, info@qwikresume.com, www.qwikresume.com

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