**Robert Smith**

**Corporate Controller**

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

[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 regarding the job opening for the position of Corporate Controller. I have a total of …… Years of experience working as a Corporate Controller with a well-known firm. Having all the skills and experience I believe I am the best fit for this position.

In the past, I have worked with a lot of accounting entities, hence, using my knowledge and understanding with the accounting and financial terms and the matters I can be an asset to your company. I have proven experience in

* Good Understanding of accounting.
* Understanding financial controls.
* Planning and execution strategies.
* Leadership skills.
* Self-motivational and deadline orientation.

I would like to Thank you in Advance for considering my job application, if given a chance I can prove to be an asset to the company.

Looking forward to hearing from you soon.

Sincerely,

[Your Name]