**Robert Smith**

**Financial 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],

Please treat this letter as my job application for the role of Financial Accountant position open with your firm. I have extensive experience in successfully performing routine accounting tasks. I am confident that my expertise will help me add a significant impact on your company's success.

Underlining my high points in the below section, for your review:

* Fulfill month-end and year-end closing procedures.
* Participate in yearly budget development.
* Compute cost for the company's products.
* Prepare financial statements of the company.
* Complete ad hoc assignments.
* Provide assistance in internal and external audits.

Furthermore, I have demonstrated successful accomplishments from generating financial reports to tax preparation. These key skills position me well for the job role.

Thank you for taking a glance at my job application. Please go through my enclosed resume to find insight about my academic records and previous experiences.

Sincerely,

[Your Name]