**Robert Smith**

**General Ledger 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],

I am submitting this letter in response to the job position for the post of General Ledger Accountant in [XXX Company]. With my two years of experience in providing clerical and administrative assistance in [YYY Company], coupled with my commitment to being accurate when it comes to keeping records and invoices, I believe that I would significantly benefit 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.

My educational qualifications, along with my work experience at [YYY Company] have contributed greatly to my skills and personal development as an accounting professional. At my current place of work, I perform the following tasks and duties:

* Maintaining journal entries and financial records.
* Preparing general ledger postings and statements.
* Reconciling processed work by verifying entries and comparing system reports in the server.
* Reconciling invoices and accounts in a timely uniform manner.
* Research and track discrepancies and irregularities in documentation and statements.

I have a proven track record to do the assigned work in the most accurate and timely manner possible. I have strong organizational and problem-solving skills, which I believe are essential while pursuing a job such as this. I am certain that your company will provide me with an outstanding platform to upgrade and develop my skills.

Thank you for your time and consideration.

Sincerely,

[Your Name]