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| **robert smith**  **Treasurer** | Phone: (123) 456 78 99  Email: info@qwikresume.com  Website: [www.qwikresume.com](http://www.qwikresume.com)  LinkedIn: linkedin.com/qwikresume  Address: 1737 Marshville Road, Alabama |

[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 writing to express my interest in the Treasurer position with the City of Woodland Hills. As a seasoned financial professional with more than 20 years of experience, I feel confident that I would be a valuable asset to your organization.

As you will see from my attached resume, I have worked for a variety of companies as either an accountant or treasurer. My most recent position was as the Treasurer for ABC Incorporated where I managed all aspects of the company’s finances including budgeting, cash flow projections and financial reporting.

In addition, some of my responsibilities include:

* Oversaw all banking and investment activities including the establishment of new accounts, loan applications and vendor payments.
* Ensured compliance with all local, state and federal laws regarding tax filings and financial reporting. At XYZ Company, where I served as an accountant for 10 years before being promoted to treasurer.
* Prepared monthly reconciliation reports and performed in-depth analysis on expenditures and revenue streams. These reports were used by management to evaluate budgets and predict trends which they could use to improve profitability.

My strong background in accounting has prepared me well for this opportunity. In addition to my work experience, I also hold a Bachelor of Science degree in Accounting from Cedarville University along with an MBA from Western Governors University.

I am confident that my knowledge and experience would allow me to make a significant contribution to the success of your organization. Thank you for your consideration; I look forward to speaking with you further about this opportunity!

Sincerely,

[Your Name]