

Robert Smith

Senior 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],

With this letter, and enclosed resume I would like to express my interest in the Senior Accountant role within your organization. Given my vast experience working in various capacities on diverse projects for multi-billion companies, and successful track record of initiating actions for reducing costs, I trust that I will be a suitable candidate for the advertised post.

Throughout my career in accounting, I have always focused on providing error-free and accurate reports, conducted audits, and consistently worked to improve the budgets and financial future of the companies. Additionally, I was recognized for my expertise in deciphering any financial discrepancies quickly.

Summary of my qualifications include –

- Headed the accounting department at ***, and led a turnaround that helped the company from bankruptcy, catapulting profit by 300%, and sales increase from \$ 2 M to \$ 10M.
- Managed growth both organically and through acquisitions that raised sales volume ten-fold to \$ 50 M, and increased profitability.
- Analyzing financial reports, accounts payable/receivable, and improving financial processes, I excel in directing all routes of accounting activities. My leadership skills in business and financial operations – along with my dedication to training and mentoring juniors to boost efficiency prepares me to make a positive contribution to the companies I work for.
- Excelling as Senior Accountant for ***, directing accounts payable, journal entries, wire transfers, account funding, and special project management.
- Collaborating with cross-functional teams – including payroll, AP/AR, and improving internal accounting policies and procedures.
- Proven track record leading high-performance teams, installed tight financial controls, streamlined processes, developed effective reporting, improved data integrity, while leveraging technology to boost efficiency, and integrate better corporate culture.

While I have earned an Executive Master's degree of Administration from the *** at ***, and a degree from *** College, my skills have been finely honed through hands-on management of companies. If my skill set, experience, and abilities fit your needs, I would be pleased to meet you in person to discuss my credentials in greater detail. In the meantime, thank you for your consideration.

Sincerely,
[Your Name]

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**Peggy Kneffel Daniels, Charity A.
Dorgan**



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