

Accounting Cover Letter Sample

142 Your Address
Your City, State, xxxxx United States
(xxx)xxx-xxxx
your.email@gmail.com

[Today's Date]
[341 Company Address
Company City, State, xxxxx
(xxx)xxx-xxxx
hiring.manager@gmail.com]

Dear Mr./Ms./Mrs. [Hiring Manager's Name],

I am applying for the Supervising Accountant position which was advertised on the (COMPANY NAME) website. I believe that my qualifications, professional background, and extensive skill-set strongly correlate with the requirements your company is seeking.

In the 6+ years I have worked as a Licensed Certified Public Accountant, I have demonstrated strong expertise and drive to excel in the field of accounting. Lead by my strong problem-solving and organizational skills, I have exhibited a unique ability to steadfastly manage projects pertinent to the financial health and growth of the company.

The significant contributions I have made in my current position as a Supervising Accountant at Mcintire Human Resources are a testament to this. In this role, my responsibilities include, but are not limited to: documenting all company processes, conducting periodic audits, and coordinating internal projects with an annual budget of \$40 million+. I was recently commended by the board of directors for my successful management of multiple client accounts totaling \$75 million, during which I created budget surpluses for nearly one third of our clients.

My professional aptitude also proved to be fruitful in my role as an Accountant at Steadman & Steadman, where amongst other achievements I considerably boosted company revenue by increasing stock portfolio returns by 5%, and identifying tax savings worth over \$14,000 annually. It is with this forward-thinking attitude, perseverance, and strategic outlook that I apply to all tasks.

In addition to my professional accomplishments, I have been an active member of the AICPA and NYSSCPA for many years. Constantly seeking opportunities to develop myself professionally has allowed me to draw on a range of innovative perspectives and understandings to perform my duties. Whether tracking metrics, identifying operational inefficiencies, or managing stock portfolios, I pride myself on the vigor and precision I complete all tasks.

Proactive, hardworking, and team-oriented, I am eager to apply my skills and proven track record of professional achievements to the Supervising Accountant position at your company. I am confident that if granted this opportunity, I would play a substantial role in driving the future growth of your company.

Sincerely,
[Name]