
Ethan Brown

1 Main Street, New Cityland, CA 91010
(C) (555) 322-7337 (E) example-email@example.com

Dear Ms. Ortiz,

As a highly skilled Accountant, I read your posting for a new Accountant with interest. My experience aligns well with the qualifications you are seeking at Ortiz and Miller Accounting, in particular my role as Senior Accountant, and I am certain I would make a valuable addition to your organization.

With more than 10 years' experience as an Accountant, I am adept in budget forecasting, variance analysis, and reporting. Moreover, while my on-the-job experience has afforded me a well-rounded skill set, including first-rate organizational and communication skills, I excel at:

- Streamlining processes for improved efficiency and reduced waste.
- Project future trends with proficient and proactive analysis.
- Resolving discrepancies promptly and developing ways to prevent future issues.
- Preparing for audits and working directly with auditors to facilitate process.

In addition to my experience and personal qualities, I have a solid educational foundation and a passion for accounting. I am extremely enthusiastic about Ortiz and Miller's focus on corporate efficiency and would welcome the opportunity to contribute to your continued growth.

Please review my attached resume for additional details regarding my expertise and career achievements. I will follow up to request an appointment to discuss how my experience and background meets your needs.

Thank you for your time and consideration.

Sincerely,

Ethan Brown