Christine Graham  
Hiring Manager  
Day job Ltd  
120 Vyse Street  
Birmingham  
B18 6NF

1st August 2014

Dear Ms Graham,

I would like to propose my candidacy for the Accountant position which you advertised yesterday on the Dayjob.com website.

I come to you as a high achiever who has a successful track record of preparing accurate and timely monthly management accounts. It is this, along with my experience of generally accepted accounting principles, established procedures, departmental guidelines, internal controls, and regulatory requirements that I feel makes me an ideal candidate for your position.

I have a total of seven years’ work experience in this field and am confident that I can not only meet your needs by exceed them by a mile.

I am a committed self-starter who actively looks for opportunities to improve processes. In addition to this, I am someone who can manage competing priorities whilst staying focused and meeting deadlines without sacrificing accuracy. My key areas of expertise include, but are not limited to the following;

* Analyzing and interpreting financial data.
* Identifying accounting problem areas and then coming up with solutions.
* Extensive operational experience of accounting systems.

Right now I would like to work for a company like yours that offers excellent training and career progression opportunities as well as a variety of staff benefits.

I must also mention that in addition to this letter I have also attached my current resume which will give you a more comprehensive idea of my competencies.

I would like to thank you in advance for taking up some of your valuable time to review my application, and very much hope that you will invite me to an interview.

Yours sincerely,

Name  
Address 1  
Address 2  
Tel: 0044 121 638 0026  
Email: info@dayjob.com