

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised on [Where You Found the Job Posting]. With a solid background in accounting and proficient skills in QuickBooks, I am confident in my ability to contribute effectively to your team and help streamline your financial processes.

In my previous role at [Your Previous Company], I successfully managed accounts payable and receivable, prepared financial statements, and conducted monthly reconciliations using QuickBooks. My attention to detail and strong analytical skills enabled me to identify discrepancies and implement improvements that reduced processing time by [specific percentage or amount].

I am particularly drawn to this opportunity at [Company's Name] because of [specific reason related to the company or its values]. I believe my dedication to accuracy and efficiency aligns perfectly with your commitment to [company values or goals].

Enclosed is my resume that provides further details about my professional journey. I look forward to the possibility of discussing how I can contribute to the success of your finance team. Thank you for considering my application.

Sincerely,
[Your Name]