

[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 Senior Accountant position at [Company's Name] as advertised on [where you found the job listing]. With over [X years] of experience in accounting and a proven track record of managing financial operations efficiently, I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company Name], I successfully managed financial reporting processes and ensured compliance with GAAP standards, which led to [specific achievement]. My strong analytical skills and attention to detail allowed me to [another specific achievement or responsibility]. Additionally, I have spearheaded initiatives that improved budgeting processes and reduced costs by [percentage or amount], demonstrating my ability to contribute positively to the financial health of the organization.

I am particularly drawn to this position at [Company's Name] because [specific reason related to the company or its goals]. I admire [something specific about the company or its projects] and believe that my skills in [specific skill or expertise related to the new job] will align well with your objectives.

Enclosed is my resume, which provides further detail about my professional journey. I look forward to the opportunity to discuss how my experience and vision can contribute to the continued success of [Company's Name]. Thank you for considering my application.

Sincerely,  
[Your Name]