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Sample accounting cover letter

Hope Full
1919 Lucky Street
Home Town, IL 60610
Office:123-456-7890 Cell:456-123-7890
hopeful@gmail.com

Tom Burns, Human Resources Director

Widgets Inc.

425 Outskirts Road

Home Town, IL 60615

Dear Mr. Burns,

I'm a managerial accountant with 8 years experience in the widget industry and a proven track record in budgeting, performance evaluation and cost and asset management.

I have helped major corporations successfully weather troubled economic times through judicious cost-cutting and providing real-time data essential for decision-making. I'd like to put my analytic skills, strategic thinking and experience as a team player to work for Widgets Inc.

I received both my Bachelor's and Master's degrees in Accounting from the University of Illinois at Urbana-Champaign, graduating in 1998. I received my CMA from the Institute of Management Accountants in 2000.

In my work as a junior internal auditor at Widgets Inc., I was able to reduce cost over-run by 5% and reduce the cost of goods sold by 6%. As an accounting manager at Fidgety's Manufacturing, I was able to keep expenses at the same level while increasing out

LINDA CLIMBER

13202 – 66th Street ♦ Anytown, Alberta T6Z 5K4
Residence: (555) 555-7689 ♦ Linda@internetservice.com

April 10, 2001

Bob Gatter, Manager
Right Administration Office
7394-54th Street
Anytown, AB T7F E3R

Dear Mr. Gatter:

Having achieved many goals in my career of public accounting and financial services, I am interested in expanding my professional horizons by seeking new challenges in the area of **administration or office support**. I am interested in a position with your firm and have enclosed my résumé for your review and consideration.

As you can see, **my career in business, finance and accounting is extensive**. I have enjoyed a reputation as an efficient accountant and have a knack for immediately **establishing a good rapport with clients**.

As a team member of your organization, I can provide:

- Efficiency; reliability; accuracy with numbers.
- Maturity, honesty; ability to look at challenges as opportunities.
- Knowledge of general and legal office procedures.
- Ability to develop and lead a team.

Mr. Gatter, my objective is to establish a time when we can meet to discuss how my talent, **professionalism, and enthusiasm will add value to your operation**. Thank you for your consideration. I look forward to speaking with you soon.

Sincerely,

Linda Climber

Enclosure: Résumé

Accounts Receivable Clerk Cover Letter Sample

Liza Mustang
Address: 234 Rummel Street
Brooklyn, New York
Email ID: riza.mustang@example.com
Phone: 101-879-2073

May 31, 2012

David Evington
Recruiting Officer
Human Resource Manager
Cornell Corp
111 Livingston Boulevard
Washington DC, Washington 42324

Dear Mr. Evington,

As a respond for the job vacancy advertisement on ABC Newspapers dated on May 28, 2012, I am writing this letter to express my interest to fill the position as the Accounts Receivable in your company. My competencies in analyzing and organizing tasks will be very helpful in handling the position. I also have over six years of experience working in the area of experience, which will make me a perfect candidate for this position.

I possess ability in maintaining the current billing system and the accounts of the customers' files after my extraordinary performance in Stockton Corp in New York City, New York and CBC Inc in Dallas, Texas. I also have ability in solving the problem quickly with exceptional skills in making decision. Further information of my abilities and skills can be seen in my resume which I have enclosed along.

I am looking forward to hearing the continuity of my application and to discuss this opportunity in person. Thank you for your attention.

Sincerely yours,

Liza Mustang

MICHELLE JONES, M.D.

98 Ben Franklin Drive
P.O. Box 219
Cherry Hill, New Jersey 07896

Home: (609) 654-1040
Cell: (609) 654-5809
Home Fax: (609) 654-1735

HEALTHCARE PHYSICIAN

Senior Medical Resident in Internal Medicine with extensive knowledge of community medical diagnostic and patient care services in various settings, including inpatient and outpatient clinics, and government/private hospitals and clinics. Strong understanding of current principles, methods, and procedures for the delivery of medical evaluation, diagnosis, and treatment in women's healthcare, including rotation in OB/GYN. Outstanding interpersonal and cross-cultural communication skills: Fluent in English, Romanian, and French, combined with a basic command of Hungarian.

- ☒ Obstetrics/gynecology
- ☒ General surgery
- ☒ Internal medicine
- ☒ Infectious diseases
- ☒ Hospital medical service
- ☒ Private practice experience

- ☒ Pediatrics
- ☒ Outpatient clinic/office
- ☒ Emergency room experience
- ☒ Rheumatology
- ☒ Urology
- ☒ Nursing home/rehab/long-term care

- ☒ Cardiology
- ☒ Orthodontic
- ☒ Neurology
- ☒ Pulmonary
- ☒ Vascular
- ☒ Psychiatry/behavioral/substance abuse

EDUCATION

Institute of Medicine & Pharmacy—New York

Doctor of Medicine (1998)
Class Rank: Top 8%

Institute of Medicine—Hungary

Doctor of Medicine (1991)
Class Rank: Top 10%

Certifications:

Advanced Cardiac Life Support (ACLS)
Basic Life Support (BLS)
Advanced Trauma Life Support (ATLS)
American Board of Internal Medicine (ABIM)

Professional Licenses:

Doctor of Medicine (MD)—New Jersey
Doctor of Medicine (MD)—California

PROFESSIONAL EXPERIENCE

CLIFTON MEDICAL CENTER—Clifton, New Jersey

Oct 1998-Present

Attending Physician/Staff

Reporting directly to Chief of Medical Service and Chief of Staff M.D. for 140-bed medical center providing hospital, outpatient clinic, rehabilitation unit, and nursing home services. Scope of responsibilities includes health care; supervising/teaching rounds; teaching clinic; supervising on-call residents; and working with residents on Internal Medicine Residency Program.

- Provide and manage direct patient care, including physical examinations, evaluations, assessments, diagnoses, and treatment.



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