**V. JALAL**

Address

Phone: +91 9999997; Email: abc4@gmail.com



<Name>

<Designation>

<Company Name>

<Address>

<City, State>

Sub: <Position applied for>

Dear Sir/Madam,

This is in reference to the advertisement / publication / telephonic conversation, I am writing to express my interest in joining your team as a (Name of the position).

As an experienced Accounts/ Finance professional with a strong background in accounting and financial analysis,   
I am confident that my exceptional qualifications match your organization's current requirements. My expertise lies in my ability to effectively interact with clients, identify and resolve complex accounting issues, and develop innovative solutions for achieving a wide range of financial management objectives.

I have enclosed my resume for your review.

* Mapping financial needs and mobilizing funds to facilitate achievement of organization's objectives. In depth knowledge of current regulatory requirements.
* Strong background in Costing with successful track record in MIS preparation, Working Capital Management, Reconciliation Statements and Relationship Management
* Ability to establish and monitor implementation of accounting control procedures and streamline a number of reporting processes to ensure that aggressive deadlines were met
* Funds management, cost estimation, structuring means of finance, balance sheet analysis, ratio analysis, profitability estimates, cash flow projections, and projected balance sheets, calculation of various financial ratios / parameters and economic indicators

I am highly motivated, resourceful and tenacious and I believe I am suitable for the position because I wish to utilize transferable skills I have amassed and develop new ones for long-term aspirations within the accounting industry. The expertise, drive and qualities that are evident from my resume are highly relevant to the position and my confidence, enthusiasm and commitment would be hugely valuable to your organization in a number of areas.

I am seeking an opportunity to excel in a dynamic company and have enclosed my resume as further evidence of the contribution I can make to \_\_\_\_\_\_ Company. I would welcome a personal meeting to further discuss your requirements and my ability to meet the same.

Thanking you for your consideration and forthcoming response.

Yours Sincerely,

**ABC**