



Somchai Saetang

Experienced Senior Accountant with expertise in financial reporting, compliance, and a strong focus on analytics and leadership to drive business success.

123 Anywhere St., Any City,
ST 12345
123-456-7890
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WORK EXPERIENCE

Senior Accountant

ABC Financial Group

June 2020 - Present

Manage financial reporting, ensure compliance, and mentor junior accountants.

Staff Accountant

XYZ Accounting Services

January 2018 - May 2020

Prepared financial statements and assisted in audits for diverse clients.

Junior Accountant

123 Tax Advisors

August 2014 - December 2017

Streamlined tax return processes, improving efficiency and client satisfaction.

VOLUNTEER WORK & CERTIFICATION

Financial Advisor

Local Nonprofit Organization

March 2016 to November 2019

Certified Public Accountant License

State Accountancy Board

September 2017

SKILLS AND PROFICIENCIES

Financial Analysis

Team Leadership

Proficient in advanced Excel and financial modeling

EDUCATIONAL BACKGROUND

Master's Degree in Accounting and Finance
State University
2014

Magna Cum Laude
Dean's List Honoree

Bachelor's Degree in Business Administration
Town College
2012
Cum Laude
Consistent Dean's Lister



John Doe

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March 16, 2025

Jane Smith
Hiring Manager
ABC Accounting Firm
123 Anywhere St., Any City,
ST 12345

Dear Ms. Smith

I am writing to express my interest in the Senior Accounting position at ABC Accounting Firm, as advertised. With extensive experience in financial reporting and analysis, I am excited about the opportunity to contribute to your esteemed organization.

My background includes over ten years of experience in accounting, focusing on accurate financial management and compliance. I am particularly drawn to your company's commitment to integrity and excellence, which aligns with my professional values and aspirations.

I believe my skills in financial forecasting and budget management make me an ideal candidate for this role.

I would love to discuss how my extensive experience and unwavering commitment to accuracy can contribute to the continued success of ABC Accounting Firm. Please feel free to contact me at your earliest convenience to schedule a discussion. Thank you for considering my application.

Yours sincerely,

John Doe