Dear Mr. Spencer,

I would like to apply for the Accounting Manager position with Armco Industries. I am an accounting professional with over a decade of experience in the field. In my current role as Accounting Manager with Star Telecom I handle the budgetary records receipts and financials for a company of over one million dollars of annual revenue.

I am meticulous and detail oriented. I know the effect a minor mistake can have on the bottom line. I am a consummate professional well-versed in accounting principles. I have handled the accounts of several large corporations and led two successfully through IRS audits. I would enjoy the opportunity to bring my expertise to your company.

I have no doubt that my credentials experience and knowledge will exceed your expectations and make me an ideal candidate for the Accounting Manager position with Armco Industries. Please contact me by email or telephone at your convenience to schedule an in-person interview. I look forward to speaking with you and thank you so much for your time and consideration.

Sincerely,

Keyla Gallegos