

Robert Smith

Senior Accountant

[Today's Date]

[341 Company Address]
[Company City, State xxxxx]
[(xxx) xxx-xxxx]
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager's Name],

With this letter, and enclosed resume I would like to express my interest in the Senior Accountant role within your organization. Given my vast experience working in various capacities on diverse projects for multi-billion companies, and successful track record of initiating actions for reducing costs, I trust that I will be a suitable candidate for the advertised post.

Throughout my career in accounting, I have always focused on providing error-free and accurate reports, conducted audits, and consistently worked to improve the budgets and financial future of the companies. Additionally, I was recognized for my expertise in deciphering any financial discrepancies quickly.

Summary of my qualifications include –

- Headed the accounting department at ***, and led a turnaround that helped the company from bankruptcy, catapulting profit by 300%, and sales increase from \$ 2 M to \$ 10M.
- Managed growth both organically and through acquisitions that raised sales volume ten-fold to \$ 50 M, and increased profitability.
- Analyzing financial reports, accounts payable/receivable, and improving financial processes, I excel in directing all routes of accounting activities. My leadership skills in business and financial operations – along with my dedication to training and mentoring juniors to boost efficiency prepares me to make a positive contribution to the companies I work for.
- Excelling as Senior Accountant for ***, directing accounts payable, journal entries, wire transfers, account funding, and special project management.
- Collaborating with cross-functional teams – including payroll, AP/AR, and improving internal accounting policies and procedures.
- Proven track record leading high-performance teams, installed tight financial controls, streamlined processes, developed effective reporting, improved data integrity, while leveraging technology to boost efficiency, and integrate better corporate culture.

While I have earned an Executive Master's degree of Administration from the *** at ***, and a degree from *** College, my skills have been finely honed through hands-on management of companies. If my skill set, experience, and abilities fit your needs, I would be pleased to meet you in person to discuss my credentials in greater detail. In the meantime, thank you for your consideration.

Sincerely,
[Your Name]

Senior Accountant Resume And Cover Letter Writing Guides

TD Snyder



Senior Accountant Resume And Cover Letter Writing Guides:

Job Seeker's Guide to Private and Public Companies: The Northeast, 1994 **Job Seekers Guide to Private and Public Companies** Peggy Kneffel Daniels, Charity A. Dorgan, 1993-12 Answers important questions regarding company benefits and employment opportunities and identifies human resource contacts and other corporate officials Covering the midwest this volume tell job seekers who to contact and how to submit applications Information includes contact data business description application procedures internship availability benefits and more It also features a metropolitan statistical areas table **The Motivated College Graduate** Brian E. Howard, 2019-03-01 Book Six in Motivated Series by Brian E Howard There are over 120 pieces of sage advice quoted throughout the book on how to effectively conduct a job search write a powerful resume and LinkedIn profile cover letters and other communications The Motivated College Graduate is the most comprehensive job search book written for the recent college graduate It discusses real life job search issues facing today's college graduate The book provides unprecedented insight and advice from some of the most credentialed and experienced career coaches and resume writers in the industry These coaches and resume writers have specialized practices and work with recent college graduates You will learn how to conduct an effective job search stand out among your competition get interviews and job offers Go inside the minds of these coaches and resume writers Learn how they've coached other college graduates to land fulfilling career level positions Understand how the resume writers think about keywords titling branding accomplishments color design and a plethora of other resume writing considerations as they create winning resumes Based on his extensive experience in the job search industry and by tapping into the collective knowledge of career coaches and resume writers who work specifically with college graduates Brian Howard has written a comprehensive job search book that surpasses all other job search books written for the recent college graduate

Billboard, 1999-08-07 In its 114th year Billboard remains the world's premier weekly music publication and a diverse digital events brand content and data licensing platform Billboard publishes the most trusted charts and offers unrivaled reporting about the latest music video gaming media digital and mobile entertainment issues and trends **InfoWorld**, 1983-08-29 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects The Hill, 1996 The Capitol newspaper **Life Plan** Louise Welsh Schrank, 1981 **Billboard**, 1999-09-25 In its 114th year Billboard remains the world's premier weekly music publication and a diverse digital events brand content and data licensing platform Billboard publishes the most trusted charts and offers unrivaled reporting about the latest music video gaming media digital and mobile entertainment issues and trends

The Personnel Administrator, 1983 *Brandweek*, 1999-11 **City Limits**, 2003 **Computerworld**, 1999-02-01 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld's award winning Web site Computerworld.com twice monthly publication focused conference

series and custom research form the hub of the world s largest global IT media network **Adweek** ,1999-11 Aviso ,2004 **Good Works** Kathleen Hughes,1982 **MGMA Connexion** ,2003 **Computerworld** ,2007-03-05 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld s award winning Web site Computerworld.com twice monthly publication focused conference series and custom research form the hub of the world s largest global IT media network **Vault Guide to Resumes, Cover Letters & Interviews** Howard Leifman,Marcy Lerner,Vault (Firm),2003 From writing top notch resumes and sending tailored cover letters to going on winning interviews this best selling Vault guide is a comprehensive one volume job search source **The Phonetic Journal** ,1890 *How to Choose the Right Career* Louise Welsh Schrank,1991 Whether you are in the process of establishing your first career or are an experienced worker searching for a new career *How to Choose the Right Career* provides a proven step by step method to help you discover new careers that fit your personal requirements as well as your aptitude Then it helps you establish a clear path toward your goals

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