**Daniella White**

[Street Address] ⬩ New York, NY 55900 ⬩ CELL: 111-222-3333 ⬩ [Email Address]

**Today’s date**

Mr. J. Weiss

XYZ Company

Street Address, City, State, Zip

**Re: Accounting Assistant Position**

Dear Mr. Weiss,

As an accounting assistant with ten years of experience, I am most interested in your job posting in this week’s Financial Times.

A look at my attached resume lists some of my current responsibilities, which include the following.

(Please note that I am proficient in MS Office and enjoy broadening my knowledge of other accounting software through taking courses in the latest technology.)

* Entered daily data, sale reports, bank transactions, and sales receipts
* Prepared all supporting documentation when requested by auditors and customers
* Double-checked all reports, verified documents and invoices, and flagged any discrepancies

I perform my work quickly but accurately, and adapt to various working environments. I would be pleased to meet you in person to discuss my qualifications further and how my skills can contribute to the continued success of your company.

I can be reached at 111-222-3333 or at (your email address).

Thank you for your consideration.

Daniella White

**Enclosure: Resume**