Craig Sanders

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| [Street Address] New York, NY 55900 | [Email Address] yourname@vmail.com | Phone: (444) 555–6666, Mobile: (333) 333-3333 |
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**Today’s date**

Mr. Louise Brooks, Hiring Manager

ABC Company

Address, City, State, zip

RE: Accounting Clerk Job Post on ABC Company’s Website

Dear Louise Brooks,

I came across your job posting for an accounting clerk on your company’s website and would like to enclose my resume for you to review.

As you see, I earned my Associate’s degree in accounting and have been working for the past 13 years, becoming very familiar with standard office financial tasks, ensuring that the day to day finances of the company are running smoothly.

My job responsibilities are varied, but include:

* Daily entering financial transactions in the company ledgers.
* Correcting any errors entered by other staff members.
* Preparing paychecks for all departments (making all necessary deductions).
* Distributing and recording vouchers.
* Maintaining the accounts of all receivables.

I assisted the accounting department with their duties, and regularly updated the company database.

I am efficient and organized, and would be very interested in utilizing my abilities for the benefit of your company.

Please be in contact with me when you have time. I can be reached at 444-555-6666 or at [Email Address].

Awaiting your response.

I remain,

Sincerely yours,

Craig Sanders