**Peter Turner** [Street Address] New York, NY 55900 | (555).555.5555 | [Email Address]

**Today’s date**

Mr. Jason Martin

Company name

Address, City, State, zip

Dear Jason Martin,

Re: Job Ad – Bookkeeper

Regarding your job posting this week in the Baltimore Business Review, I submit my enclosed resume for your analysis.

When you consider my 16 years of professional bookkeeping experience in accounting and bookkeeping functions, the benefits your company will gain from my skills should only increase its efficiency and smooth operation.

In my current position, I take responsibility for all accounts payable and accounts receivable, payroll processing, including all related tax issues, the financial ledger, and the annual statements.

I aided management in creating the annual budget and overseeing cash flow, documented all daily financial transactions, disbursed petty cash, and reconciled monthly and yearly statements.
My outstanding expertise in accounting software, billing, and management of bank accounts enables the rest of the firm’s staff to achieve its goals, knowing that the financial and accounting side of the company is accurately and smoothly maintained.

I stand ready to provide significant service to your company in the role of bookkeeper and would be happy to meet at your convenience for an interview to further discuss my contributions.

You can reach me at 333-555-7777 or by emailing [Email Address].

Peter Turner