***Your full name***

***Address***

***Phone number***

***Mobile number***

***Email address***

Company name

Address

Date

Dear Hiring Manager

**Re: Application for the position of Senior Accounting Officer (ref: SAO/AB/XXXXX)**

I am writing to apply for the position of Senior Accounting Officer advertised on ABC.co.uk on 1 October 2020.

Equipped with a Bachelor’s Degree in Accounting from the XXX University, I started a career as a Accounting Officer at XXX Company Limited in June 2018. The scope of my duties encompassed managing account receivables, ledger accounting, as well as cash management, and has increased last year to include the implementation of new ERP system for accounting and treasury.

A cheerful disposition, attention to details and interpersonal ability make me a strong candidate for the advertised position and I am certain that my experience and industry exposure will add value to XXX Company Limited.

Please see enclosed a copy of my CV, copies of my school certification, qualifications and a reference letter and other required documents.

Thank you very much for considering me for the abovementioned vacancy. A meeting to discuss with you further my acumen and aspirations would be appreciated.

I look forward to your favourable reply.

Yours faithfully

Mark Simon

Encl