***Your full name***

***Address***

***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 interested in the position of Senior Accounting Officer advertised by your esteemed company on ABC.co.uk on 1 October 2020. Enclosed please find a copy of my resume and required documents for your review.

Qualifications

* A Bachelor’s Degree in Accounting awarded by the XXX University (completed in 2016)
* A Master’s Degree in Business and Administration (to be completed in 2022)
* A student member of the Association of Chartered Certified Accountants

Work experience

Accounting Officer, XXX Company Limited (June 2018 – Current)

* Ledger accounting – preparing accounts, tax returns and administrating payrolls;
* Account receivables – managing customers payment, dealing with late payment cases;
* Cash management – managing bank account balances, preparing bank reconciliation.

Personality attributes

A cheerful disposition, attention to details and interpersonal ability

Thank you very much for considering me for the above mentioned 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