Theodore Hudson
123 Main Street, San Francisco, CA 94122
Home : 415-555-0000 Cell: 415-555-0000
email@example.com

Dear Ms. Peters,

I am writing to apply for the Senior Accountant position with Peters and Stilwell Accounting Firm. I am a CPA with over a decade of accounting experience. In my current role as Senior Accountant for Thompson Miller and Associates I provide accounting oversight for a multi-million dollar firm as well as acting as consultant on most company financial transactions.

I am meticulously detail oriented and can spot inconsistencies in numbers with ease. My computer skills are excellent and I am comfortable using the most popular financial and accounting software packages. I am well versed in accounting principles and finance law. I tend to be the go-to person when colleagues have questions or are stumped by a numbers related issue. I would be thrilled to be able to help keep Peters and Stilwell on track financially as your Senior Accountant.

I have no doubt that you will find me to be a superior and competitive candidate for your Senior Accountant position. Please reach out by phone or email at your convenience to schedule an in-person interview. I look forward to discussing my qualifications with you and appreciate your consideration.

Sincerely,

Theodore Hudson