

Accountant cover letter

Two sample letters, experienced and fresher. Keep the one closer to your situation, replace the text in [brackets] and every detail with your own.

SAMPLE LETTER: EXPERIENCED

Dear Hiring Manager,

I am applying for the Senior Accountant position at [Organisation name]. I have seven years of experience in general accounting, currently at a building materials distributor with four branches and annual turnover in the hundreds of crores.

I manage accounts payable and receivable, bank reconciliations for nine accounts, GST returns for three state registrations, TDS payments and quarterly returns, and monthly payroll for 120 employees. When I joined, month-end closing took about twelve working days because branch data came in late and in different formats. I set up a common Excel template for branches, fixed cut-off dates and a checklist of closing entries such as accruals and depreciation. Closing now takes five working days, and the management receives its profit and loss statement in the first week of the month.

I also reconcile GSTR-2B with our purchase register every month and follow up with vendors on missing invoices, which has protected our input tax credit. I coordinate with the statutory auditors and keep audit queries to a minimum.

My notice period is thirty days. Thank you for your time; I would welcome a conversation.

Regards,

[Your name]

SAMPLE LETTER: FRESHER

Dear Hiring Manager,

I am applying for the Junior Accountant position at [Organisation name]. I completed my B.Com this year and spent six months as an accounts trainee with a small trading firm in Surat, where I handled day-to-day bookkeeping under the senior accountant.

At the firm I entered purchase and sales invoices in Tally Prime, recorded payments and receipts, and prepared the monthly bank reconciliation for two current accounts. When I first did the reconciliation, I found several customer payments that had been posted to the wrong party ledgers, which made some customers appear overdue. I corrected the entries with the senior accountant's approval and started matching receipts against UTR numbers, which stopped the problem from recurring. I also helped collect purchase invoices and check GSTIN details before the monthly GSTR-1 and GSTR-3B filings.

I am comfortable with Excel, including VLOOKUP and pivot tables, and I understand basic TDS deductions on rent and contractor payments. I have also completed a short course in GST practice.

I can join immediately and I am happy to work at your office in the city. Thank you for considering my application.

Regards,
[Your name]

BEFORE YOU SEND IT

- List the work you actually own, such as payables, receivables, bank reconciliation, GST, TDS or payroll, in one clear sentence, because accounts managers hire for specific gaps.
- Name the software you use daily, such as Tally Prime, Busy, Zoho Books or SAP, and mention if you have handled a migration between systems.
- Give one improvement in numbers, such as closing days reduced, receivables recovered or input credit protected, without quoting your employer's confidential figures.
- If you are not a chartered accountant, describe your qualifications plainly, such as B.Com, M.Com or a GST course, and let your hands-on experience carry the letter.