

Chartered 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 role of Financial Controller at [Organisation name]. I am a Chartered Accountant with seven years of post-qualification experience, the last four as Assistant Manager in the financial reporting team of a listed auto-components company. Your organisation is preparing for Ind AS reporting across its subsidiaries, and that is work I have already led.

In my current role I run the quarterly close for three entities and bring the consolidated results to the audit committee within the SEBI LODR timelines. When our joint venture was reclassified, I prepared the accounting papers under Ind AS 110 and Ind AS 28, agreed the treatment with the statutory auditors and wrote the related note to accounts. I also moved our fixed asset and lease schedules from spreadsheets into the ERP, which removed about a week of manual work at each year end.

Before industry I spent three years at a mid-sized CA firm on statutory and tax audits, so I understand what auditors look for and plan closings around their queries. My notice period is sixty days, and I can request an earlier release if needed.

I would be glad to speak with you about the role.

Regards,

[Your name]

SAMPLE LETTER: FRESHER

Dear Hiring Partner,

I am applying for the Audit Associate role at [Organisation name]. I qualified as a Chartered Accountant this term and hold ICAI associate membership. My three years of articleship were spent almost entirely on statutory audits of mid-sized manufacturing and trading companies, which is the core of your practice, and I would like to continue that work as a qualified member of an engagement team.

During articleship I handled the fieldwork on eleven statutory audits, from inventory observation at year end to drafting the CARO reporting points for the manager's review. On one textile client, my ageing analysis of trade receivables showed a set of old balances with no subsequent collection, and the provision that followed was discussed with the audit committee before sign-off. I also prepared tax audit reports in Form 3CD for about twenty proprietorship and partnership clients across two filing seasons.

I am comfortable with Tally, spreadsheet working papers and standard audit software, and I understand that client information stays within the engagement file. I can join within two weeks of an offer and am open to travel for plant visits.

Thank you for considering my application. I would welcome the chance to discuss how I can support your audit calendar.

Regards,

[Your name]

BEFORE YOU SEND IT

- Put your ICAI membership number and status (ACA or FCA, with or without a Certificate of Practice) in the first paragraph or signature, since firms check it on the ICAI member directory.
- Describe audit or tax work by engagement type, number of files and turnover band rather than client names, because ICAI's code of ethics treats client affairs as confidential.
- Keep the letter to one page and use a clear subject line such as 'Application – Audit Associate – ACA, newly qualified' so a busy partner or HR team can file it quickly.
- You need not mention the number of attempts. Attach your articleship completion certificate and final result instead, and let the interview cover your exam journey if the panel asks.