

[Your name]

[City] · [Phone] · [Email] · [LinkedIn or website URL]

[Date]

[Hiring manager's name]

[Job title]

[Company name]

[Address, if sending a formal letter]

Dear [Hiring manager's name],

I am applying for the [Role] position at [Company name], which I saw on your careers page. I have six years of experience in finance operations for regional businesses, and I would welcome the chance to bring that background to your team.

In my current role, I manage month-end closing and intercompany reconciliations for entities in Singapore, Malaysia and Thailand. I introduced a standard checklist and shared tracker that shortened the closing cycle and reduced last-minute adjustments raised by auditors. I also work closely with colleagues in sales and procurement to resolve billing queries, which has taught me to explain financial issues clearly to people outside the finance function.

[Company name] stands out to me because of its expansion across Southeast Asia and its investment in automating back-office processes. Your advertisement asks for strong reconciliation skills and experience with accounting systems, and my attached resume gives examples of both. I also hold a recognised professional accounting qualification.

I am a Singapore Permanent Resident, so no work pass is required, and my notice period is one month. I would be glad to discuss how I could support your finance team, and I am available for an interview at a time that suits you.

Thank you for your time and consideration.

Yours sincerely,

[Your name]