

Cover Letter Sample (Blind Application)

Priya Mehta

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Hiring Manager
Human Resources Department
XYZ Enterprises Pvt. Ltd.
Mumbai, Maharashtra – 400001

Subject: Application for the Position of Accountant

Dear Hiring Manager,

I am writing to express my interest in the Accountant position at XYZ Enterprises Pvt. Ltd.. Having heard about your organisation's commitment to excellence and innovation in the industry, I am enthusiastic about the opportunity to contribute my accounting expertise and support your team's success.

I hold a bachelor's degree in commerce (B. Com) from University of Mumbai and have 5 years of experience as an accountant. In my previous role at ABC Enterprises, I was responsible for managing daily accounting functions, preparing monthly and annual financial statements, reconciling bank statements, and ensuring compliance with tax regulations. My proficiency in Tally ERP, QuickBooks, and MS Excel has helped me streamline accounting processes and improve efficiency in financial reporting.

I kindly request the opportunity to discuss how my experience and qualifications align with the needs of your organisation. I am confident that my skills and dedication will allow me to contribute effectively to your team.

Thank you for considering my application. Please find my resume enclosed for your reference.

Sincerely,

Priya Mehta

Enclosure: Resume