**Your Name**

142 Your Address

Your City, State, xxxxx United States

(xxx)xxx-xxxx

your.email@gmail.com



[Today’s Date]

[Hiring Manager’s Name]

[341 Company Address

Company City, State, xxxxx

(xxx)xxx-xxxx

hiring.manager@gmail.com]

Dear Mr./Mrs./Ms. [Manager’s Name],

With reference to the advertisement on your website this week, I wish to apply for the role of Bookkeeper at your company.

As an analytical and dynamic individual who has a proven history of exceeding expectations through performance, I believe I would be able to participate and impact considerably the ongoing operational success of your company. Some of the key talents I can bring include streamlining payroll processes, improving receivables turnover, and creating a more effective system for issuing invoices.

My present employment at Franklin & Rodgers Business Solutions as a General Bookkeeper has helped me to develop my abilities in key commercial areas such as financial calculations, formulating invoices, and correcting spreadsheet errors.

I can combine my effective communication skills with functional knowledge to identify opportunities and deliver a satisfactory outcome while working alone or as a part of a larger team. You will find me as someone who can juggle both financial and bookkeeping responsibilities along with general administration and customer service tasks.

I have enclosed my resume for your review and would be thankful for an opportunity to meet with you in the near future to further discuss my application.

Sincerely,

[Name]

**[Bookkeeper Cover Letter]**