

Kevin Morrison

example@myemail.com | (098) 765-4321
456 My Street, San Diego, CA 76543

Lori Taylor
Allstate Insurance
123 Your Street,
Houston, TX 12345
(123) 456-7890
example@youremail.com

[month, day, year]

Dear Ms. Taylor:

I'm reaching out to apply for the staff accountant position at Allstate Insurance that I found on [LinkedIn](#). As you can see from my attached resume, I have five years of experience performing comprehensive financial analysis and reporting for large insurance companies. I believe my expertise in payroll management and accounting would be an asset to your team.

Allstate Insurance's reputation for its collaborative and inclusive work culture is what draws me to apply for this opportunity. Having a progressive corporate culture is essential for the success of any organization. I am confident I can create value for your customers, teams, and organizations based on my career achievements:

- Collaborated with the accounting manager to prepare and distribute financial reports, managed payroll upload from ADP to QuickBooks, and conducted payroll reconciliations valued at \$1.5 million for over 200 employees
- Performed financial audits on outstanding balances, and in conjunction with the billing department, constructed payment plans and reduced aging accounts by 30%
- Coordinated transition of payroll and 401k programs and perform all accounting and payroll processes through month-end close

I hope to schedule an interview with you to further discuss how my expertise in payroll management and financial analysis could be an asset to your organization. Please feel free to contact me via phone or email at your convenience. Thank you for your time and consideration.

Sincerely,

Kevin Morrison