

Meera Patel

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Tyrone Jackson
NetSuite
123 Your Street,
Houston, TX 12345
(123) 456-7890
example@youremail.com

[month, day, year]

Dear Ms. Taylor:

Dear Mr. Jackson

I would like to apply for the senior accountant position with NetSuite. With over eight years of experience in accounting, I've analyzed expenditures, risks, and margins for enterprise companies to drive long-term revenue growth and scalability. I am confident my background in financial analysis and risk management would be an asset to your organization.

NetSuite's reputation as a leading provider of accounting software solutions is what draws me to apply for this position. Throughout my career, I've identified opportunities to streamline accounting processes and drive operational excellence. I believe I can achieve similar results for your organization based on my previous successes:

- Oversaw all aspects of financials for a software consulting firm valued at \$18 million, including cash flow, billing, payroll, HR administration, month-end close, tax returns, stock administration, and 401K management
- Led the transition from outdated accounting software and payroll platforms, which eliminated redundant processes and reduced annual labor costs by 25%
- Served as the liaison between the Chief Financial Officer (CFO) and the accounting team to resolve complex finance issues and perform comprehensive audits

I look forward to speaking with you further regarding how my experience working with enterprise companies could benefit your team. Please feel free to contact me via phone or email at your convenience. I appreciate your time and consideration.

Sincerely,

Meera Patel