

Melissa Anderson

example@myemail.com

(098) 765-4321

456 My Street, San Diego, CA 76543

Akira Tanaka

PayPal

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youreemail.com

[month, day, year]

Dear Mr. Tanaka:

I would like to apply for the accounting manager position with PayPal. During my time with Pantheon Technologies, I managed a 40-person accounting department and oversaw all month-end close activities for a company valued at over \$120 million. I am confident that my accounting expertise and leadership experience would be an asset to your organization.

PayPal's well-earned reputation as an innovator within the digital payment industry is what excites me about this opportunity. As an accounting manager, I excel in building dynamic teams and driving positive business outcomes. I believe I can achieve similar results for your organization based on my career achievements:

- Managed a 40-person accounting department, analyzed and prepared financial reports, coordinated with auditors during internal and external audits, and oversaw monthly and quarterly close activities for a technology company valued at \$120 million
- Conducted reconciliations for client accounts valued at up to \$3 million, prepared journal entries, supported Sarbanes-Oxley Act (SOX) internal controls, and drove process improvement initiatives
- Performed quarterly write-offs in coordination with the CFO, evaluated business items, and identified opportunities to reduce annual operating costs by 15%

I would like to schedule an interview to provide more insights into how my leadership experience would be an asset to your team. Please feel free to contact me via phone or email at your convenience. I appreciate your time and consideration.

Sincerely,

Melissa Anderson