

February 3, 2023

John Doe

Hiring Manager
Big Dipper Bank
1234 Comet Circle
Asteroid Avenue, California 56789

Dear John Doe,

I'm writing to express my interest in the senior staff accountant opening at Big Dipper Bank. I would be thrilled to bring my strong financial background, mentoring experience, and careful attention to detail to your organization.

I love working with people and building their financial literacy and confidence. During my four years as an accounting manager at Solar System Financial, I oversaw two junior staff accountants and trained several intern associates. This management role required flexible time management skills and teaching opportunities. As a team, we worked together to streamline the annual auditing process using digital bookkeeping tools — ultimately saving the company up to 100 hours per year. I also nurtured trusting relationships with several top clients and outlined new strategies for tracking budgets and expenses.

Through my background, I've developed a deep familiarity with Oracle NetSuite ERP, GAAP, and tax laws. I would welcome the opportunity to bring my accounting background and mentorship experience to Big Dipper Bank and build upon your organization's exciting financial momentum.

I have attached my resume, which details my educational background, CPA certification, and previous roles. I look forward to learning more about Big Dipper Bank and the senior staff accountant opportunity. Thank you for your consideration.

All the best,
Elisabeth Star