

## Firstname Lastname

1-1 Somewhere St, City, Province • (111) 111-1111 • firstname.lastname@gmail.com

Re: Finance Coordinator position

Dear Hiring Manager,

With 8 years of corresponding work experience in accounting and a diploma in Business Administration with specialization in Accounting, I will make a significant contribution to Company Name in the role of a Finance Coordinator which was advertised on the .com website.

Please allow me to highlight my capabilities as they relate to your stated requirements.

- Sound work ethics demonstrated by receiving and reviewing large number of invoices for appropriate documentation and approval prior to payment, coding and recording of invoices, preparing invoices for data entry in accounting systems;
- Attention to detail and high level of accuracy as confirmed by maintaining 100% accuracy posting 10,000-15,000 accounting entries/month and by correcting mistakes;
- Saving the employer money on the ineligible expense claims by maintaining the record of the employee expenses via auditing and processing credit card statements, entering entries in the General Ledger to make sure that the expenses complied with financial policies and procedures;
- Good communication skills as demonstrated in communicating with vendors and reconciling vendor statements with regards to discrepancies, while saving the employer's money by monitoring discount opportunities by paying on time or by the date required;
- Excellent interpersonal skills and ability to work as an active team member while working on a busy accounting team in a fast paced environment under tight deadlines.

I believe that I would be a valuable asset to your accounting department and would welcome the opportunity to meet with you for an in-depth interview. I can be reached at (111) 111-1111 or firstname.lastname@gmail.com. Thank you for your time and consideration.

Sincerely,

Firstname Lastname