

Sample cover letter

30 July 2014

Sally Smith
Recruitment Coordinator
ABC Finance and Accounting
126 Lambton Quay
Wellington 6011

John Smith
123 Example St
Khandallah
Wellington
Phone: (04) 1234678

Dear Sally,

Re: Finance Administrator

I wish to apply for the role of Finance Administrator as advertised on Seek on the 25th July. I am an experienced accountant with skills and experience that closely match your requirements. I have outlined my relevant qualifications and experience below as they related to the advertised criteria.

Relevant qualifications

- Bachelor of Accounting

Demonstrated experience in an accounting role

My most recent role was Accounting Assistant for an information technology services provider. Here I assisted the finance team with a range of finance and accounting functions including:

- Monthly/yearly end accounting including audit and tax returns
- Tax and statutory accounting
- Preparing cash flows, balance sheets and covenants for monthly board reports

Strong understanding of the financial audit process

My career includes a three month internship for a consultancy firm during which time I assisted with external audit planning, conducting and coordinating financial audits and investigations for a number of clients.

Interest in current financial trends

I am an active subscriber to the latest information regarding financial trends, information and forecasts within New Zealand. I am also a student affiliate of the New Zealand Institute of Chartered Accountants and through this membership I was able to take part in the Executive Insight programme which allowed me to spend three days with XYZ organisation, observing their senior executives in action.

There are other areas of experience in my curriculum vitae that I believe would be of interest to you. I would welcome the opportunity to meet with you personally to provide you with further details of my qualifications and professional skills.



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Please contact me on (04) 123 4567 to discuss further.

Yours sincerely,



Sally Smith





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