

Sep 8, 2026

Dear Hiring Manager,

I am writing to express my interest in the Bookkeeper position at ABC Accounting Services. With a Bachelor of Science in Accounting and six years of experience as an Accountant, I am eager to bring my expertise in financial reporting and bookkeeping to your esteemed company.

ABC Accounting Services' commitment to accuracy, integrity, and client success resonates with my professional values. I have honed my skills in maintaining meticulous financial records, managing accounts payable and receivable, and ensuring compliance with tax regulations. My proficiency in QuickBooks and Excel complements my strong understanding of bookkeeping principles.

Throughout my career, I have developed a detail-oriented work style that allows me to effectively manage multiple tasks while maintaining the highest standards of accuracy. My analytical thinking skills enable me to identify discrepancies promptly and assist clients with valuable financial insights. Moreover, I pride myself on fostering open communication with clients and collaborating effectively within teams to resolve issues as they arise.

The opportunity to contribute to a company that simplifies financial management for its clients is particularly appealing. I am excited about the possibility of supporting ABC Accounting Services' mission by delivering reliable bookkeeping services that empower businesses.

Thank you for considering my application. I look forward to the opportunity for further discussion about how my background aligns with the needs of your team.

Sincerely,
Ming Chen