Dear HR MANAGER

Please accept the attached resume as a sign of my deep interest in this  position that has opened with Upwards Corporation.

As a  Accountant with solid experience in both company and private accounting, I have developed a broad skillet in the fields of Finance  accounting, tax preparation, and auditing that will ensure my flawless analysis and organization of your company’s financial data. A few of my qualifications for this role include:

Over 9 years’ accountant & administration experience with various companies Demonstrated attention to detail in handling all tax and general ledger accounting, , and budget / payroll preparation functions.

Certified Computerized Accountant designation and a Master degree in Accounting and Finance from MKU University,.Excellent understanding of Quick Books, Crystal Reports, Peach tree, Tally, QWuick books, SAP, MS Dynamic and Microsoft Office Suite complemented by the ability to teach clients and peers rising software applications.

Eager to return to the intellectual challenges of private corporate accounting, I would welcome the chance to speak with you at greater length about how I could contribute to Upward Corporation’s accounting department. Thank you for your time, consideration, and forthcoming response.