

[Your Name]

[City, Country] | [Phone] | [Email] | [LinkedIn]

[Date]

[Hiring Manager Name]

[Job Title]

[Company]

[City]

Re: Application: [Senior Accountant / Auditor], [Your Name], [CPA / ACCA / SOCPA]

Dear [Hiring Manager],

I am a [CPA / ACCA / SOCPA Fellow / CMA] accountant with [X] years in [audit / financial reporting / tax], applying for the [Position] role at [Company]. My membership number is [N], status [active].

In my current role, I prepare IFRS financial statements for [X] entities, complete month-end close in [X] days, and file [VAT / zakat / withholding tax] returns with [X] missed deadlines. During [engagement], I identified [SAR X] in adjustments before audit sign-off.

I work in [SAP / Oracle / QuickBooks] and advanced Excel, and have supported audits for [X] Tadawul-listed or government clients.

I can start on [date] and would welcome the opportunity to discuss the role.

Yours sincerely,

[Your Name], [Designation]