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Mr P. Walker
Walker and Sons
Bowk House, 24 Royal Street, Career City, CC5 4CP

24th November 2016

Application for Senior Accounts Manager: ACC23658

Dear Mr Walker,

I wish to apply for the role of Senior Accounts Manager currently being advertised on your website. Please find attached a copy of my recent CV for your consideration.

As you can see, I have more than 16 years of experience in the finance industry, and I believe the knowledge and skills built up during this time make me the perfect candidate for the role.

In my current role as a Accounts Payable Manager at ABC Developments, I have been responsible for tailoring the SAP system to meet the individual needs of the organisation, and forged strong relationships with the IT department. I have implemented realistic KPIs across my department, and reduced the cheques raised by 60%. One of my biggest achievements has been implementing a central processing office, improving efficiency across the group by 45%, and have tailored all departmental policies and procedures. Coupled with my enthusiasm and dedication, my skills in regulatory compliance, financial analysis and efficiency improvements have helped the business develop a streamline finance department.

I am confident that I can bring these skills, and develop more within your organisation and help Medicare Limited build upon their reputation as one of the leading medical device retailers. With my previous experience and expertise, I believe my contribution will have an immediate impact within the finance department of your business.

Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.

Yours sincerely,

M. Thompson

Michael Thompson