**To** Place:  
The Manager, Date:  
Company name,   
Address.

Sub: Applying for the post of Accounts Executive.

Dear Sir/Madam,

I am writing to express my interest in Accounts Executive position in your organization. I am a qualified **M.Com** graduate from …………….. college in the year ……… with an aggregate of …. %.

I am a sincere, dedicated, and hard-working person with **2+** years of experience as an accounts executive at **[company name]**.

* I have hands-on experience in managing day-to-day accounting activities such as receipts and payments
* GST & TDS return filing
* Providing MIS reports
* Assisting in statutory compliances, etc.

I am also good at Tally ERP and MS Excel.

I am looking for an exciting and rewarding career in a growth-oriented organization such as yours.

Please find my resume enclosed for review and let me know if you require further information.

Thank you for your time and consideration, I would appreciate an opportunity for a personal interview.

Sincerely,   
Your name & Signature.