**Jenny Austin  
Insurance Accountant**

123 Your Street, Your City, ST 12345, (123) 456-7890, email@maxresumes.com

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4th September 20XX

[Hiring Manager]

123 Address St

Anytown, ST 12345

Dear [Hiring Manager],

I am writing to apply for the position of Insurance Accountant with your organization. As a highly organized professional with three years of experience working in the insurance industry, I am confident I could make a significant contribution to your team.

In my current position as an Insurance Accountant at National Insurance Company, I oversee the day- to- day accounting operations for the company. My responsibilities include preparing monthly financial statements, developing and managing expense budgets, performing variance analysis, and tracking insurance claim payments. I am also well- versed in the latest accounting software and maintain an organized filing system for all financial records.

I have a strong ability to successfully manage multiple projects and ensure accurate and timely completion. I am also an effective communicator with excellent interpersonal skills, which have enabled me to develop strong relationships with my colleagues, clients, and management. Additionally, I am proficient in Microsoft Office, QuickBooks, and other financial software.

I am certain that my skills and experience make me an ideal candidate for the Insurance Accountant position. I would welcome the opportunity to discuss my qualifications in further detail with you and look forward to hearing from you.

Thank you for your time and consideration.

Sincerely,

**Your Name**

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