James Brown

238 Broadway

New York

NY

United States

To

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Subject- Project Controller Cover Letter

Dear

I'm submitting a job application to Analysts [mention the position] for the role of project controller.

I believe I am a strong candidate for this position due to my accounting bachelor's degree and more than [mention the number] years of experience working in the finance department of a reputable local business. I am also a licenced [mention the name]. I have expertise dealing with analytical software, and I have a strong command of a number of accounting software packages.

Additionally, I have experience drafting financial statements and annual budgets for several corporate divisions. I possess the abilities necessary to oversee and manage

project-related revenues and expenditures in order to guarantee that they remain within the allocated budget and are finished by the deadline.

My organizational, time-management, and multitasking skills are excellent.

I am able to gather information and conduct audits to find out whether the project is moving forward according to plan. I am able to discover answers to issues and restart the project if it is being held up by them.

I can also work unassisted or with minimal supervision on my own.

You can reach me at [mention the number] if you're looking for a Project Controller with the qualifications and experience your business requires.

Sincerely,

James Brown

[Handwriting signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]