

Zhang Wei  
Level 3, Hangzhou Building  
WaiTan, Huangpu Qu, Shanghai Shi  
200085  
+86 21 6412 0651  
z.wei@yahoo.cn

Dear Mr Wu,

I am applying for the role of senior accountant at Huangzhou Accounting because I believe I have the skills, experience and dedication to succeed in the role.

I have spent the past 10 years working for local and global accounting firms, instilling a profound understanding of the industry as a whole, and cementing my passion for best practice financing. I have developed positive relationships with finance firms, banks, accountants and auditors from around the globe, with an intimate understanding of what is required to manage large and successful client portfolios.

In my current role as Financial Auditor at Xintiandi Services, my primary responsibilities are developing and maintaining accounting systems and procedures in accordance with local Shanghai law, providing regular detailed analysis of capital allocation and forecasting spend to remain both up-to-date and competitive with international trends.

At Xintiandi I was solely responsible for refining the reporting process and reducing costs by 37% in just two years. I also played a critical role in the cross-departmental Project Expanse, through which we succeeded in diversifying our client base by 15%, engaging with three new international markets. These are two accomplishments I remain extremely proud of today.

It is clear to me that Huangzhou Accounting uses tried-and-tested approaches to deliver the best results for stakeholders and clients, and that these clients are truly at the heart of your business. I feel connected to the organisations values, notably union, transparency and excellence. These are qualities I believe to be critical for all financial workers to achieve real success.

During my Masters of Finance degree at Fudan University I was the recipient of the Bai Xian Asian Future Leaders scholarship. Since then, my eagerness to innovate and improve accounting functionality, service provision and revenue has only deepened. I hope to be able to further these skills and ambition with Huangzhou Accounting.

Thank you for your time. I look forward to discussing the role further with you.

Sincerely,  
Zhang Wei