

Cover letter in response to a job posting

Dear [recipient name],

Your advertisement on [website on newspaper name] for the accountant [change as needed] position has caught my interest. I am armed with ten years of readily deployable experience in _____, perfectly suited to fulfill the requirements of the advertised role. Therefore, I have enclosed a CV that briefly outlines my professional history.

Key points and highlights:

- 1) Highlight 1
- 2) Highlight 2
- 3) Highlight 3

I would welcome the opportunity to be interviewed for this position and to discuss the results you can expect from me.

Thank you for your time and consideration.

Best Regards

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