

Cover letter in response to a job posting

Dear [recipient name],

Your advertisement for an accountant [replace as needed] caught my attention because my background appears to meet your needs. The enclosed CV outlines a summary of my qualifications.

I am aware that I have very limited time to showcase my abilities due to the large amount of applicants. So allow me to briefly introduce myself.

[Experience details: three to four sentences about your professional background and achievements.]

If you are looking for a committed, results-driven, and highly motivated professional, please contact me to arrange an interview.

Thank you for your time. I look forward to speak to you soon.

Best Regards

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