

Cover letter in response to a job posting (Executive Briefing)

Dear [Recipient],

I read your job posting regarding [job title, Accountant for example] on the web [or in the newspaper] and I am very interested in filling this post.

[Two or three sentences about your past expertise and achievements.] I believe that my skills and my experience fit perfectly with your requirements:

Your Requirements	My Skills
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Masters degree in accounting	I have a masters degree in accounting from the university of _____ with distinction.
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Certified Accountant	Attained in 2009
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Minimum 5 years of experience	I have 7 years of experience
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Requirement 4	Skill 4
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Requirement 5	Skill 5
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Requirement 6	Skill 6
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Requirement 7	Skill 7
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In addition to the summary provided above, you will find a detailed copy of my resume enclosed with this message. I very excited about this opportunity and I hope I can further demonstrate my enthusiasm in a job interview. Hope to see you soon.

Best Regards

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