

Cover letter in response to a job posting

Dear [Recipient],

I would like to express my interest in the accountant [replace with any other job title] vacancy advertised on [some website]. My experience is well suited for this position and I am certain that you will immediately relate the job requirements to my professional qualifications.

[Three to four sentences about your education, background, and professional achievements.]

I would really appreciate if you would consider me for a job interview so I can demonstrate how perfectly I would fit to the advertised role. Enclosed with this message is my detailed resume. You may also call me anytime if you have any specific questions.

Thank you very much.

Best Regards

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