

Cover letter in response to an Ad

Dear [recipient name],

Please accept this letter as application for the accountant [change as needed] vacancy as listed on [website or newspaper name]. My resume is attached for your review. I am confident that you will find me well qualified for the position.

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

I believe your company provides a very professional working environment, which very well suits my skills and my diverse experience.

Best Regards

Get more templates here:

<https://www.lettersandtemplates.com/letters/cover-letter-in-response-to-ad-or-job-posting>