

Cover letter in response to a job posting

Dear [recipient name],

I am responding to your job posting on [website or newspaper name] for an accountant [change as needed]. I have attached my resume for your review and consideration. I am very excited about this position and the prospect of joining your esteemed organization.

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

I would like meet you and discuss my qualifications in relevance to the role. Please call me at the below number to arrange an interview. Thank you for your time and consideration.

Best Regards

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