

Cover letter in response to a job posting

Dear [recipient name],

Please accept the enclosed resume for a position that utilizes my extensive background in accounting [area of expertise] as advertised on [website or newspaper name]. Throughout my career, I have shown loyalty, commitment and solid work ethic. My contribution will be immediately felt and will surely have a long term presence.

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

Though my resume includes a wealth of information about my professional skills and career history, I strongly believe that an interview is the only way to truly judge the quality of an applicant. So I really hope we can meet soon to discuss this position and its associated responsibilities.

Thank you for your time and consideration.

Best Regards

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