

Cover letter in response to a job posting

Dear [recipient name],

In response to the job posting on [website or newspaper name] for the accountant [change as needed] position, please consider my resume as part of your search for the perfect candidate. I am very well qualified for this role and I'm confident that I will excel.

I am well versed in fast-paced environments with strict deadlines. I appreciate the value of time; therefore, multitasking is something I'm accustomed to. I enjoy challenges and work hard to attain my goals.

I would very much like to meet and discuss how I could contribute to the success of your company. Please contact me at your earliest convenience so that I can clarify my background and enthusiasm for the job. Thank you for your time and consideration.

Best Regards

Get more templates here:

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