

Cover letter in response to a job posting

Dear [recipient name],

Your recent ad on [website or newspaper] caught my attention. As an experienced accountant [change as needed], I am currently perusing career opportunities in accounting [change as needed] where my highly developed skills will be utilized.

Career Milestones:

- 1) Achievement or accomplishment 1
- 2) Achievement or accomplishment 2
- 3) Achievement or accomplishment 3

The enclosed CV demonstrates an exceptionally suitable candidate, and my qualifications are excellent match for the position description. A job interview would definitely help me showcase more of my qualifications that are difficult for this letter or my CV to capture.

Thank you for your time and consideration.

Best Regards

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