Jane Austin

Department of Human Resources

XYZ Services Ltd.

Position: Accountant Assistant

Dear Jane Austin!

I am writing you to share my interest in applying for the Accountant Assistant position I saw advertised on Cvonline.hu.

Currently I’m working at ABC Ltd. in Accountant Trainee position. My responsibilities include checking the invoices and contracts, writing certificate of completions. I’ve been doing this since last summer.

I graduated at Budapest Business School on Faculty of Finance and Accountancy with an A grade.

As a child I always liked the type of games and tasks where I had to find and correct the mistakes. I feel like I can really use my exactitude and my passion for the numbers as an accountant.

When I see that you’re looking for someone who have excellent language skills in English it really got my attention. I have an advanced language exam in English and in my free time I teach students as a private teacher, so I think that, this position would be a great fit for me.

During the time I spent at ABC Ltd. as a trainee I was able to gain enough experience to step forward and exploit my knowledge as an Accountant assistant at one of the leading company in the financial sector.

My resume is attached. Please let me know if I can provide any further information about my background and professional experience.

I look forward to hearing from you.

Thank you for your consideration.

Yours sincerely,  
  
Example George

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