

Ms Sophia Carter
7 Forest Hill Street
Norwood Green
Middlesex
UB3 6TR

15 August 200X

Mr/Mrs Full Name
Title
Company Name
Address: Line 1
Address: Line 2
Postcode

Dear Mr/Mrs Surname

Ref:

I am a graduate, with a BA Honours degree in Business Administration and awaiting my final results on an MSc in Financial and Legal Management. I am now seeking an opportunity to work as a Junior Accountant Assistant, preferably within the trading, manufacturing or financial industry.

I have developed a solid understanding of financial analysis, performing calculations and bring with me a wide knowledge of accountancy and finance applications. I have gained excellent academic results and with my acquired skills in using Sage Line 50 accounting software I have covered a wide range of financial management and accounting aspects such as working capital management, mergers and acquisitions activity. I have had exposure to working in a busy environment and have always met deadlines.

I am a flexible, ambitious and trustworthy individual and willing to work hard to provide an immediate contribution to your organisation. Even though I am now embarking on the beginning of my career, I believe that my knowledge, acquired through my financial and legal studies as well as general business administration skills will provide me with an excellent starting platform.

I firmly believe that I would make a positive contribution to your organisation and I would welcome the opportunity to discuss my application in more detail. I look forward to hearing from you soon.

In the meantime if I can provide any further information please do not hesitate to contact me.

Yours sincerely

Sophia Carter

Enc CV