

Flat 4,
16 Any Street,
Norwich,
Norfolk,
NO9 5DX
daisy.smith@btconnect.com

Mr. G. Archibald,
Archibald, Knox & Son,
202 High Street,
Norwich,
Norfolk,
NO18 5TT

19 July 2011

Dear Mr. Knox,

I would like to apply for the vacant position of trainee accountant with your company. I have been studying for the last four years at the University of East Anglia and it is my strongest wish to now make my career in accountancy. I feel that I would be ideally suited to the job as I not only have the theoretical knowledge from my studies, but also have recently finished an eight week internship with a smaller accounting firm which has given me practical experience of working within the industry. I found that my computer skills were particularly useful. Indeed during my spell there I introduced a new computer filing system, which has now been taken up by the entire practice.

I have worked in sales, both as a waitress and also as a cashier in a supermarket. Although I have enjoyed working in this environment I do not want to consider it as a full time career. It has however, given me experience of working with the public and also handling cash, cheques and credit cards and has shown me the importance of accuracy within my work. In my previous jobs time I have never had a till shortage nor have I ever missed a shift through illness. I am very self motivated but also enjoy being part of a team and recognise the importance of appearance and punctuality in this job.

I would sincerely love the opportunity to be part of your team and to benefit from your experience. I believe that it would be the perfect place to begin my career. I enclose my C.V. as requested. Thank you so much for giving me the opportunity to apply for this job.

Yours Sincerely,

Daisy Smith