

Date

Anton & Chia, LLC
1234 Easy Street
San Diego, CA 92104

Dear Human Resources Manager:

I saw that you have an opening for an accounting assistant on the Indeed.com website. I was excited to hear of this opportunity since I have the skills that match the job description on your posting. I have worked in the accounting industry for over ten years. Recently, I am looking for a position as an accounting assistant with an accounting firm.

As you will see in the attached resume, I have received awards for my skills and accuracy, including Employee of the Month that I was given while working for my employers. I am adept at multi-tasking and take pride in the work that I perform. I have excellent interpersonal communications and work well on a team or independently.

Please review my attached resume and let me know when we can meet to discuss how I can assist in the accounting needs of your organization. I believe that I would be an asset to your organization.

Best Regards,

Name

Address

San Diego, CA Phone:

Email: