

John Mark

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5th May 2017

Hiring Manager
Accounting
Ryder System
Miami, FL 12345

Dear Mr. Adam

I am writing to apply for the advertised Graduate Accounting position. My experience in accounting and the other skills that I have obtained will make me an asset to your team. I have strong experience in compiling and analyzing accurate and timely financial reports utilizing a number of procedures and applications.

As indicated in my resume, I have graduated with a Bachelor of accounting and finance from Oxford University. During the last five years, I have had this chance to work in many areas of accounting, and I believe that this experiences has prepared me for this position.

I am a highly motivated person with good analytical and communication skills. Moreover, my strong background in computer will put me in the right direction to run any program in your department.

I am very interested in an opportunity and would enjoy meeting you to discuss possible positions. Thank you for your precious time and consideration and looking forward to hearing from you.

Sincerely,

John Mark