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Richard Green
Hiring Manager
Dayjob Ltd
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10th February 2012

Dear Mr Green

I am writing to apply for the entry level accounting position with your company. After reading about the job description on your company website I was thrilled to discover that all the requirements you need from applicants precisely meet my academic achievements and work experience.

I would also like to add that I am not only attracted to this vacancy by its highly competitive salary & superb benefits package, but also by your company outstanding reputation in the industry.

For the last one year, I have been working as an Accounts Assistant in the sales department of a major trading company. In this role I have had to perform monthly currency revaluations, oversee weekly payment runs and also ensure payment approvals are obtained and instalments made. All of these tasks require attention to detail under the pressure of tight deadlines.

Having attained most of the career goals that I have previously set myself, I am now keen to expand my professional ability and to seek new challenges in the field of accounting. I completed my Accountancy Degree with distinction and am greatly excited by the prospect of being able to use this knowledge, along with my natural passion for number crunching, to become a valuable member of your team.

I strongly believe that I have all the qualities you require for the mentioned post, and can assure you that I possess all the abilities needed for the accounting sector. In conclusion I want to state that I would be very grateful for a chance to prove myself, and look forward to meeting you to discuss possible my application further.

Yours sincerely

Mark Harris

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