Letter of Application

Name: .........................

Address: .........................

Mobile: .............................

Email: hiaia@gmail.com

Personnel Manager…………………………………………………………………………………………

Dear Sir/ Madam:

I would appreciate your kindness in considering my application for an accountant position. A brief resume of my background is enclosed.I graduated from Hanoi University of Industry, majoring in the accounting.

I can speak English and use MS – Word, Excel, Access, and Powerpoint rather well, Misa, Bravo,A exell, APDC, VBMS.

I have more than 6 years experience in general accounts (General accountant (follow up payable and receivable account, salary, tax report, summary expenses, cost, profit and loss report)

- From August 2004 to August 2006, I worked at …… Co,.Ltd

- From August 2006 to September 2007, I worked at ………. Co,.Ltd.

- From September 2007 to march 2009, I worked at ………… Co,.Ltd.

- From march 2009 to now, I worked at ………… JSC.

With experience of balances the account, tax balances-sheet, drafting a contract…., I believe that this position for which I am particularly well qualified.

Beside, I am a happy, self-starter, creative, confident, reliable and invoke the spirits. I enjoy working with people very much, I work exactly. In addition, with the knowledge I had learnt and done. I’ll do well in this position. Your review of the enclosed details of my background will be greatly appreciated.

Should you wish to arrange a personal interview, I am willing to come to your office at a time convenient to you.

Thank you for your valuable time, and I look forward to hearing from you in the nearest time.

Respectfully yours.