JOHN SMITH

Accountant

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| The Director  Eagles Height Global Tech |  | 21 /9 /2021 |
| No 121 Foster street |  | |
| Los Angeles, California |
| Dear Human Resource Manager, |

I write with interest for a General Practitioner position with your [Company name], As a [job position] with over [6 years of] experience, I am confident I possess the skills and temperament required to succeed with your team.

As my attached resume shows, I have supported various team over my [6 years of] working in this role, I have accomplished a lot, while simultaneously maintaining my work in all task and duties. I thrive in a fast-paced environment and can always be counted on for not just quick, but quality results. I know I can offer the same level of skill and professionalism to your [Company name].

As I mentioned, my resume is attached for your review. I hope to have the opportunity to discuss how I may contribute to the continued success of your [Company name]. Please contact me at your earliest convenience. Thank you for your time and consideration.

Sincerely,

Name Telephone Email