**John**

Tallahassee Florida USA

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August 22, 2019

Subject: **Apply for Job at ABC Company / Corporation**

Honorable Sir / Madam,

I am Mr. ABC from …. I have completed degree title with specialization in Finance from FIU (Florida International University), a well-known university of United States of America. I am also working full time at organization name. I am interested to become a part of ABC Company or Corporation as job title because I consider myself capable to give my services to this organization.

I have CGPA of 3.99/4.00 and I have prepared all the required documents to enhance my chances for the position. I am specialized in Accounting, Finance, and Management and have keen interest to apply these subjects practically. I am very confident and see myself competent about my field.

I believe my education, field of study, skills, and capabilities make me a perfect and suitable candidate for the position. During my studies and time at university, I have also been regarded a well-organized, self-driven and competent student by teachers and mates, who is passionate about developing his career in the field of Accounting and Finance. I am looking to work in an organization where I can build my career, develop my skills, abilities, and knowledge as well as to be an effective and dedicated employee of the organization.

I have enclosed my detailed CV/Resume for my further evaluation by the organization.

Contacting you is an honor for me and it would be a great pleasure to have an interview with you.

Thank you for your valued time and consideration

**Sincerely**

Name

Email address

Full Address