

Sylvia Pattinson
Cinderella Housing Society,
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Contact Number - 1234 567 890

03/04/2011

Robin Matthew
Recruiting Officer
North Hampshire Schooling Society,
Highway No.9, Marlboro Avenue,
North Hampshire.

Mr. Matthew,

Re: Application for Accounting Assistant

I hereby apply for the post of an Accounting Assistant with reference to the notice posted online on accountingjobs.com which I saw on 02 March 2011. I have worked in some highly reputed companies in Massachusetts where I was located before. I have shifted lately in North Hampshire. I possess all the qualities you have specified in the notice. Kindly have a look at my resume.

Thank you for your time and considering my letter.

Yours Sincerely,
(Signature)
Sylvia Pattinson

Enclosures:

1. Letter of Recommendation
2. Resume
3. Certificates
4. Relieving letter
5. Experience Letter
6. Copy of Latest Salary Slip
7. Address Proof
8. Identity Proof