

Dear Sir or Madam,

I would like to take this opportunity to introduce myself. I have over 15 years of progressive experience in auditing and accounting within a complex environment. The enclosed resume will provide you with information concerning my overall qualifications.

I am seeking a position with a progressive company where my experience and skills will be fully utilized, while I continue to make a significant contribution to the company's objective.

I consider myself a highly motivated individual, who is well organized, resourceful, flexible, friendly, and able to communicate effectively. I am confident that I can do a thoroughly, professional, and highly efficient job.

I would appreciate having the opportunity to meet with you to fully discuss my qualifications and your current employment needs.

If my background meets your requirements, please contact me at the above phone number or email.

Sincerely,

Nong Van Dan

Phone: (777) 222 - 5555

Email: Nongvandan@gmail.com