

Nguyen Van A
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Ms Nguyen Van B
HR Manager
ABC manufacturing company
Thuan An, Binh Duong

Dear Ms. B,

Apply to: Accountant position

I am writing to apply for the Accountant position which was advertised on the Careerlink.vn website.

I completed my Bachelor degree with an accounting major in 2012. After graduation, I worked as an Accountant at DEF manufacturing company. My duties included reconciling bank transaction and all payment by cash and credit card to make sure all accuracy, supervising all payable accountant/ receivable accountant, assisting Chief Accountant to check the accountant' record, making tax reports eg: VAT, PIT and CIT, calculating Fixed asset and prepared expenses.

You will find me to be a positive, motivated and hard-working person who is keen to learn and contribute. Given the opportunity, I would apply myself with enthusiasm to all tasks, ensuring that I get the job done accurately and efficiently.

As part of my application I have attached my resume for your consideration. I look forward to meeting with you and discussing my qualifications in more detail.

Yours sincerely,
Nguyen Van A