

A LA ATENCIÓN DE:

**CARTA DE PRESENTACIÓN**

Querido…

I am writing to apply for the position of Senior Accountant with PriceWaterHome, advertised on JobSeek.com on the 11th January 2017. With several year’s experience as a senior accountant at a major accounting firm, I am now looking for a position with a expanding company to both challenge my skills and be a part of the development process of an organisation.

Over the span of my career, my track record as an accountant has been beyond reproach. While completing my degree at the University of Harvard, I undertook the CPA program at CPA Australia. This gave me a great insight into the workings of a major accounting firm and also equipped me with the passion to do my GradDipCA, which I later completed with the Jhon & Partners in 2014.

During my three years at Jhon & Partners, I have gained experience in all areas of accounting, including taxation business advisory, financial and business management, business development and client liaison. I pride myself on my ability to grasp technical programs quickly and easily, I always make sure I know computer systems inside and out, and I keep up-to-date with new software on the market.

Along with all the necessary qualifications and skills of an accountant, I am also a very social, people-oriented person, making me highly suited to client-facing roles. My written and verbal communication skills are impeccable, as are my leadership and team-building abilities, as I have often had to allocate tasks, train and mentor junior staff.

I am a keen, enthusiastic person with the necessary skills to be a valuable asset to your growing accounting firm. Thank you for taking the time to consider my application and I look forward to meeting with you to discuss the position further.

Sinceramente

Mark Livingston

Senior Accountant

Mark Livingston

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**NOMBRE Y APELLIDOS**

PERFIL PROFESIONAL