

**Nguyen Van A**

Dist. ...., HCMC

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14<sup>th</sup> June 20...

**Ms Nguyen Thi B**

HR Manager

ABC Company

.....[Address]

Dear Ms. B,

**Apply to: Accountant position**

I am writing to apply for the Accountant position which was advertised on the ViecLamVui.com website.

I completed my Bachelor degree with an accounting major in 20.... After graduation, I worked as an Accountant at DEF 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