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XYZ

E-mail: xyz@gmail.com
Contact: +91-00000

<Date>

<Name>
<Designation>
<Company Name>
<Address>
<City, State>

Dear Mr. / Ms. <Surname>

With reference to your recent advertisement seeking a position in Financial Management / Sales & Marketing / Business Development for your organization, location preference Delhi / Bangalore / Hyderabad. I have all the qualifications you listed in your ad, and attached is my resume for your review.

I am pursuing MBA in Finance from Xyz School, Hyderabad with zeal to work. I have successfully completed B.Com. from Christian College, Xyz University. I am responsible for maintaining accounting ledgers and performing account reconciliation. My core areas are Operating System as basic LINUX, Windows 2000, XP, Windows Vista, Windows 7 and Mac OS, Software Package as Tally 9.0, Adobe, Microsoft Office, FL Studio and Internet Applications.

Following are few highlights of my experience that matches with the objectives that you are seeking:

- Deft with the concepts of P&L a/c, TDS, VAT, Ledgers, Audit, Pass Book, Cash.
- Responsible for maintaining accounting ledgers and performed account reconciliation.
- Familiar with modules of Office Application, Web Designing, Programming Methodology & Techniques.

I am confident that you will find my experience and enthusiasm for pioneering ideas and innovative ideas extremely resourceful.

I look forward to discussing your objectives and how we can work together to accomplish them.

Yours sincerely,

Xyz