

Dear Sir/Ma'am,

I wish to apply for the role of Accountant or Admin & HR Officer at your company. I believe that my education, skill-set, and experience make me a suitable candidate for this position.

I am a highly organized and self-driven individual, passionate about developing my career in the field of Accounting, Human Resource, and Business Administration. Possessing more than 10 years of experience as Accountant with multiple companies and 4 years as Administrator, I have gained extensive insight in both roles.

I can deliver a satisfactory outcome while working alone or as part of a team. You will find me as someone who can juggle both financial and bookkeeping responsibilities along with general administration tasks.

I have enclosed my CV for your review and would be thankful for an opportunity to meet with you in the near future to further discuss my application.

Sincerely,

Marivic Magsino