

Hawra Abdulhadi

Accounting

Dear Sir or Madam,

Positions within Accounting Department

I am writing to you to inquire if any available vacancies within the accounting department. I am a recent Bachelor of Accounting graduate, seeking the opportunity to implement my knowledge and skills and contribute to your organization.

I have experience in all of the areas encompassed through both work and study, including accounts payable, accounts receivable, bank account reconciliations.

In addition, I bring a wealth of other essential skills and qualities that I have developed through study and various work experience: teamwork and communication, time management, attention to detail, presentation skills, customer service and the ability to meet deadlines.

During my university studies I demonstrated my ability and energy in maintaining accounting-related employment while studying full time. I believe that with my positive attitude and strong work ethic, I would be a great fit for any position within your organization.

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.

My resume is attached and I look forward to being able to discuss any openings with you further.

Kind regards,

Hawraa Dubai

