

Dear Sir/Madam,

I am writing to express my interest in applying as a X Position for X Company.

Being part of your company would open up opportunities for me to learn more about the various aspects of global corporations such as those of your clients in multiple sectors. As an ACCA Affiliate and MSc in Finance student, I am able to bring to the table my accounting and financial expertise that would be useful in analysing financial and operating results. My work and volunteering experiences also contributed to my exceptional problem-solving abilities in the workplace.

My latest internship was a 4-month consultancy project for Company Name. I underwent an extensive research into the company's fuel consumption reporting system and spoke to employees from various departments to obtain crucial data for analysis and presentation to the management. I was able to critically discuss my findings on ways to streamline the fuel reporting process and provide valuable feedback to my supervisor. This project has allowed me to hone my interpersonal skills and has made me an effective communicator. A management report for National Express group executives detailing my findings was produced and it also earned me a distinction grade for my Master's degree.

I previously took up accounting roles in medium-sized firms and handled all aspects of the accounts preparation of Small and Medium Enterprises, including the preparation of financial statements and tax computations. My extensive accounting knowledge enabled me to methodically analyse the performance of companies by studying their financial reports and understanding the various aspects of costing in businesses.

During my further studies, I worked as a sales promoter and event management crew. My experience in the events and exhibitions scene has enabled me to observe how successful events are accomplished from start to finish. My job experience as a stock assistant also enabled me to appreciate the backend operations that go into a business. I was also assigned to manage a petrol station at the young age of 15, which has contributed to my strong sense of business acumen over the years.

As part of the TEDx team for 2 years in a row, I have gained invaluable experience in running sold-out events. I spearheaded the Photography team, A/V team and Logistics team. Through these events, I learnt to delegate tasks and led my team members to overcome the various challenges encountered in a time-pressured environment. I also possess strong computer proficiency in Microsoft Excel, Sage UBS Accounting Software and MYOB Accounting Software.

Lastly, my backpacking travelling experiences to 25 cities in the span of 1 year during my studies abroad shaped me to be an independent individual that is comfortable working in dynamic work environments and adaptable to foreign social settings.

Do not hesitate to contact me at phone number or x@gmail.com to arrange for an interview. I believe that I will be a valuable asset to your esteemed company and would greatly appreciate a favourable reply.

Thank you.

Sincerely,

NAME