

# COVER LETTER

**Name:** Ivan Stoyanov  
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**Contact Name:** Georgy Petrov  
**Title:** Manager  
**Company Name:** Accounting Group  
**Address:** 34 Pliska Street  
**City:** Blagoevgrad

Dear Mr Petrov,

I am writing to you to apply for the position of an accountant at Accounting Group as advertised by jobs.bg. Having heard about your company extensively, I am convinced that you are the leader in the accounting field and I would like to be associated with you in some capacity.

I have just graduated from Professional High School of Economics, Accounting specialty. I studied all kind of accounting for 4 years during the course of education. My focus has always been towards accounting procedures as I believe that these are the core of any business. Even though I recently graduated, I have some experience in the accounting field. For the past school year my school provided me an internship with Vista Ltd where I helped to assist staff in the daily accounting duties and office work. This experience gave me the necessary skills to take on a full-time accounting position. As a student at school, I took part in some EU projects where my motivation and initiative positively affected the team. I gladly dispense advice and I do not neglect helpful critique. I feel that my experience and education have prepared me well for a position within the accounting industry, and I am very interested in starting a career with a reputable company such as yours. My basic skills, record keeping techniques and the ability to work with very little direction make me suitable for this position.

Please, accept this letter and the enclosed resume, as my application for an accountant at your firm. You will find me to be a positive, motivated and hard-working person who is keen to learn and contribute. I look forward to meeting with you to discuss how my experience and skills would benefit the company. I am available to interview at your office any time. Thank you for your time and consideration, and I look forward to hearing from you.

Kind regards,

Ivan Stoyanov