

Dear Mrs. Lara Montoro

I write in reference to the position of accounting assistant.

I am a graduate in public accounting and I am in the process of higher degree FP administration and finance, I consider that I meet the requirements for the position.

I am a person with high adaptability. I stand out for my positive attitude and for my responsibility in carrying out the assigned tasks.

You can see more details of my training and experience in the CV that I attach. Waiting for your pleasant response, and thanking you for your time and kind consideration.

A cordial greeting.

Khendi Vanessa Ortiz Sánchez.