Dear Sir / Madam

I should be grateful if you would consider my application for the position required. I am looking forward to search for a new career opportunity in a well-established organization, where my academic background and personnel skills will allow me the opportunity of growth.

I enjoy 2 years of solid experience in fields of accountant including experience in the Marketing. I was able to generate success in every project completed and delivered within business.

During my last position, as account Manager for Cygnus Tech Nepal I was responsible for income and expenditure of company and generate the monthly report for higher authority.

I am very keen to take new responsibilities with bigger operations and high challenges. I am a fast learner and can adapt to new situations. I am also trilingual with fluent verbal and written skills in English language experienced in dealing with different cultures and nationalities.

I hope I may be granted a personal interview, if you feel my qualifications fit me for the position needed.

Looking forward to working with your esteemed organization.

Yours sincerely,

Umesh Timilsina