***Re: Application for >>Position title<< at >>company name<<***

*or for a direct approach*

# *Re: Confidential Introduction to name and surname*

Being an Accounting Graduate, I have gained a vast amount of experience accounting, auditing, business development, finance and planning to add value to the business unit. One of my main focuses is utilising my technical and practical aptitude to achieve efficient and effective solutions for both clients and my employer. One of my strongest soft skills is my ability to successfully building strong working relationships with co-workers and clients, additionally, I am a dedicated team player.

I am now able to offer my skills and experience to even a greater audience and have put myself in the market seeking a role that will take my career to the next challenge.

Overall CORPORAte Experience OR experience that matches the specification

* Financial Accounting (4 years)
* Bookkeeping (1 year)
* Finance and Management Accounting (4 years)
* Microsoft – Word, Access, Excel, PowerPoint (2 years)
* SAGE Pastel Accounting Software (1 year)
* Marketing (2 years)
* Taxation (4 years)
* Quantitative and Qualitative reporting and research (2 years)
* Auditing and Corporate Governance (4 years)
* Data Analysis (2 years)

CAREER SUMMARY or ACHIEVEMENTS

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| --- | --- |
| 04.2019 – 06.2019 | **Account Manager,** *MultiChoice Group* |
| 01.2018 – 02.2019 | **Bursary Student Assistant,** *Edge Business School* |
| 11.2017 – 12.2017 | **Temporary Assistant Retail Store Manager,** *Mondo Climber – Retail Store* |
| 06.2016 – 06.2016  | **Vacation Work Programme***, Deloitte & Touché* |

I have attached a copy of my CV/resume for perusal. You are welcome to contact me, in confidence, on my mobile +27 (0) phone or via email: email@gmail.com

Regards,

Name and Surname