

Grant Accountant Cover Letter Sheet

Andrew Gary

456 E Red Bridge Rd,
Kansas City, MO 64131
(123) 456-7890
Andrew.gary@gmail.com

August 08, 2022

Mr. George Walton

HR Manager

XYZ Company

3011 E 51st St,
Kansas City, MO 64112

Dear Mr. George,

I am writing this letter to apply for the position of Grants accountant at ABC Inc. I have been well familiar with your company products for many years and would be very excited to have an opportunity to work for your company and help increase the sales of your products. The position was introduced by a friend of mine, Dr. Peter Ho, whom I have contacted directly for this position. I have worked with him for many years in the industry and I believe that I am a perfect candidate for this position.

I have good experience in dealing with similar products, thank to thank, I have good knowledge on overall businesses that may be of your interest. Previously, I was a dog care junior manager in AAA company where I succeeded in expanding my territory by over 30% for the first year. During four years when I worked for AAA, I managed to set up a branch as well as recruit an additional 300 employees and achieved profit objectives.

I am confident that I am a good candidate for the position you are requiring, so I would like it very much to have an opportunity to further discuss with you regarding your offer at ABC inc.

Sincerely

Andrew Gary

Your Signature

Enc. Resume