

DONNA ROBBINS

ACCOUNTANT

313.555.0100 | DONNA@EXAMPLE.COM | WWW.GREATSITEADDRESS.COM

4 APRIL 20XX
LILLI ALLIK
ESG FINANCIAL SERVICES
5678 MOUNTAIN DRIVE
DENVER, CO 12345

DEAR MS. ALLIK,

I hope this message finds you well. I'm writing to express my interest in future accounting roles at ESG Financial Services. With a Bachelor of Science in Accounting and a robust track record in public and private accounting, I'm confident that my financial acumen would be an asset to your team. My work at Trey Research included everything from income tax preparation to financial statement creation and general ledger accounting.

I've always admired ESG Financial's dedication to supporting women- and minority-owned businesses, and I'd be honored to explore how I could contribute to that mission. I look forward to the possibility of connecting in the future.

Sincerely,

Donna Robbins