

SAMPLE RESPONSE OR TARGETED COVER LETTER

Samuel Singh

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Ministry of the Attorney General
Office of the Public Guardian and Trustee
Human Resources Unit
595 Bay St., 8th Floor
Toronto, ON M5G 2M6

Re: Accounting Officer, File AG/FJS 2852

Dear Human Resources:

Please consider my application for the position of Accounting Officer, Canadian Employment Weekly, Issue # 720. I am very enthusiastic about the position advertised, and believe my qualifications will serve the Government of Ontario and its customers well in this position.

Your Requirements

My Qualifications

Knowledge of Investment Securities and accounting principles	<ul style="list-style-type: none">• Certificate in Canadian Securities Course• Applied accounting knowledge to various school projects• Undergraduate major in Finance and Accounting
Communication Skills	<ul style="list-style-type: none">• Served as company liaison between real estate agents and potential buyers/sellers• Speak English, Mandarin and Cantonese
Computer Skills	<ul style="list-style-type: none">• Utilized QuickBooks in reconciling bank statements• Experienced in Microsoft Office package
Good analytical and problem-solving skills	<ul style="list-style-type: none">• Have vast experience with business case analysis

I am confident you will acknowledge the value I can provide to the Government of Ontario. Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity soon.

Sincerely,

Your name
Enclosure: Résumé