**Enclosure:** resume

**Return address**

Sébastien Michel

5 rue Basse

14000 Caen

**Date**

January 21, 20xx

**Inside address** Ms. Jane Doe Partner-In-Charge

Big Public Accounting, Inc.

48 Orchard Road

Singapore 12345

**Salutation**

Ms. Doe,

**Opening paragraph**

I was referred to you by Mr. Albert Yartz, a Partner with your New York office, who informed me that the Singapore office of Big Public Accounting is actively seeking to hire quality individuals for your Auditor Development Program.

**Why you are a strong candidate**

I have more than two years of accounting experience, including interning as an Auditor last year with the New York City office of Ernst & Young. I will be receiving my BBA this May from Illinois State University, graduating Magna Cum Laude. I am confident that my combination of practical work experience and solid educational experience (both in France and US) has prepared me for making an immediate contribution to Big Public Accounting. Having interned with a leading firm in the public accounting field, I understand the level of professionalism and communication required for long-term success in the field. My background and professional approach to business will provide your office with a highly productive Auditor upon completion of your Development Program.

**How you will contact the employer**

I will be in Singapore the week of February 25. Please call me at +33 1-- -- -- -- to arrange a convenient time when we may meet to further discuss my background in relation to your needs. If I have not heard from you by February 22, I will contact your office to inquire as to a potential meeting date and time. I look forward to meeting you then.

Sincerely yours,

**Typed name**

Sébastien Michel