Your Name

Your Address

Date:

To,

The Designation of the Person

The Name of the Company

The Address of the Company

Dear Sir,

This letter is in response to your advertisement in the (name of newspaper) that appeared on (date when the advertisement appeared). I am a graduate in economics and have also completed my Law degree. In addition to both these degrees, I have completed a post-graduate diploma in taxation and have also cleared the examinations of Chartered Financial Analyst (CFA) program.

I have worked with 3 law and audit firms in the past. Subsequently, I switched over to finance consultancy and have also worked with some notable firms that cater to the needs of e-commerce related industry. I have also served on the board of directors of two companies that operate in the e-commerce industry.

I feel that the job profile suits my aptitude really well and my qualifications and experience also fulfill your requirements. I have also enclosed my Curricula Vitae along with this letter, and I would gladly furnish references and recommendations on request. I appreciate your consideration and look forward to hearing from you.

Sincerely,

(signature)

Your Name

Your Phone Number