**To Whom It May Concern,**

***Accounts Receivable Executive (Finance)***

I am responding to the advert placed on your **website / in the [Euro Oil Company]**, whereby you invited suitably qualified graduate to apply for the position of Accounts Receivable Executive (Finance).

You will note from my **curriculum vitae that I have both the qualifications and inherent skills specified in your advert.**

**I strive to be a professional in all that I undertake and focus on the efficient and organized execution of my duties. In any company it remains important to inculcate a high level of leadership and initiative and I consider this to be one of my strongest points.**

**I would welcome any opportunities to structure and implement core programs and I realize the value and necessity of regular follow up and project management of envisioned programs and structures. My curriculum vita gives further insight into the innovations that I have recently introduced, as well as areas of leadership undertaken throughout my work experience.**

**I am more than willing to involve myself fully in all aspects of the company both professionally and interpersonally. Yet again, I aim to deal with everyone that I interact with, in a calm, reassuring and empathetic manner.**

**I am available for an interview and can be contacted as detailed in my attached curriculum vitae.**

**I look forward to hearing from you soon.**

**You’re sincerely,**

**Syed Jaffar Hussain Shah**