

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the Chartered General Accountant (CGA) position at [Company's Name] as advertised [where you found the job listing]. With a strong background in accounting and finance, combined with my CGA designation and [X] years of experience in [specific area of expertise], I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company Name], I successfully [describe a relevant achievement or responsibility], which resulted in [quantifiable outcome, if possible]. My experience has equipped me with a solid understanding of [relevant skills or industries], and I am particularly skilled in [mention specific accounting systems or practices related to the job description].

I am impressed by [Company's Name]'s commitment to [mention something specific about the company or its values], and I believe my expertise aligns well with your team's goals. I am eager to bring my skills in financial analysis, reporting, and compliance to [Company's Name] and support your mission of [mention company goal or project].

Thank you for considering my application. I would welcome the opportunity to discuss how my experience and vision align with the needs of your team. I look forward to the possibility of contributing to [Company's Name] and am available for an interview at your convenience.

Sincerely,  
[Your Name]