**Last name First Name**

**Address**

**ZIP code**

**Phone number**

**Last name First name or company name of the recipient**

**Address**

**ZIP code**

**Done at (City), on (Date).**

Subject: No. of advertisement or unsolicited application

(Dear),

After having noted with great interest the announcement published on the site of Pôle Emploi (or other to be specified), it is only natural that I propose my candidacy for the post of accountant within your company (to be specified). Indeed, your ad corresponds perfectly to my area of ​​expertise.

Holder of the Accounting and Management Diploma (adapt the diploma to your situation), I have built up solid professional experience over the past XXX years by exercising my function as an accountant in several companies such as (specify). I was thus able to develop my operational skills by carrying out, in particular, accounting operations, closing of annual accounts or tax and social declarations.

Rigorous and organized, I am convinced that my profile corresponds perfectly to your expectations. I will be delighted to meet you to share with you, in person, my deep determination and my desire to work with your team. In the meantime, my curriculum vitae will give you an overview of my professional background.

Thank you in advance for your attention to my application. I am at your disposal for an interview at your convenience.

Pending your response, please accept, (Madam, Sir), the expression of my deep respect.

Signature