**To** Place:  
The Manager, Date:  
Company name,   
Address.

Sub: Application for Assistant Accountant position.

Dear Sir/Madam,

In response to your advertisement in the **[Newspaper name]** published on **[date]** for the post of Assistant accountant, I wish to apply for the same.

I am a reliable, honest, and hard-working person. I hold an **M.Com** degree from **[University name]** and have more than **2 years** of experience working as an accountant.

My resume is attached for your kind consideration.

Yours faithfully,   
Your name & Signature.