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

Sub: Application for the post of Chartered Accountant.

I am **[your name],** would like to apply for the position of Chartered Accountant in your esteemed organization.

I am a certified Chartered Accountant and have over **3 years** of audit experience. In addition to this, I have hands-on experience in complying with tax and legal requirements, maintaining proper accounting records, assessing financial risks, and suggesting preventive measures.

I can assure you that my previous work experience is going to benefit your organization.

Please find my resume enclosed for further information about me.

I appreciate your attention and look forward to your favourable reply.

Regards,   
Your name,   
Signature.