

Dear Hiring Manager,

I would like to propose my candidacy for an Accounting Co-Op Student position. I am confident that my enthusiasm, dedication, analytical skills, accountability, and quick learning skills will make a positive contribution towards your company.

My Academic credentials include a Bachelor of Science in Financial management, Intermediate qualification in Chartered Accountancy (Sri Lanka) and in-progress Post-Baccalaureate Diploma in Accounting, which I expect to complete in the next year. All my studies in accounting have equipped me with relevant proficiency in accounting analysis, financial reporting, decision making, developing interpersonal skills and knowledge in database and management information systems which are crucial for the accounting job role.

Apart from my education, my previous job role in my home country as a banker in Commercial Bank of Ceylon Plc spans more than 10 years which has provided with me with strong work ethics including time management skills, a keen attention to detail, high accuracy, accountability, effectively meeting deadlines, leadership skills and the ability to work independently and as a part of a team. I believe my empathy and ability to motivate others has been enhanced by my volunteer experience under different roles. It further, enables me to liaise professionally and courteously with your team.

I have a very positive hardworking attitude and I am always ready to learn. I am excited at the prospect of contributing to your company. Thank you very much for your consideration of my application and I look forward to hearing from you soon.

Yours Sincerely,

Thisaru Kapuge