

42 Israa Street
Giza, Egypt
3354-5555

November 14, 2020

Ms. Michelle Doss
Vice President
Financial Planning Associates
42 Road 25
Maadi, Egypt

Dear Ms. Doss,

I am writing to you upon the recommendation of Sara Kamel, Managing Director of Merville Stock Brokers. I am interested in an entry-level position with a firm specializing in public accounting and Ms. Kamel felt it would be beneficial for us to meet and talk.

I graduated from the accounting department at the American University in Cairo and have over two years' experience in bookkeeping, accounting, auditing and tax work. Further details on my experience are listed in the enclosed resume. I am particularly interested in the area of public accounting in which your firm is well known.

Ms. Kamel mentioned you as one of the leading experts in this growing field. As I am to begin my job search during the next few months, I am certain your advice would be of great help. I would appreciate meeting with you at your convenience.

I shall call your office next week to see when a meeting can be scheduled.

Sincerely,

Magda Fouad

Enc.: Resume