

**MOHAN TSHERING**

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[Email: mohantshering@gmail.com](mailto:mohantshering@gmail.com)

[Recipient Name]

[Title]

[Company]

[Recipient Street Address]

[Recipient City, ST Zip]

Respected [**Recipient Name**],

I am writing in response to your ad seeking for experienced Accounts Manager at ..... To give you a brief overview of my skillset – I have been with hotel Disit2 Yarkay for 3 years as Accounts Assistant and have contributed to various accounting roles in .....

In my current position, I maintain an efficient and result focused work environment as I manage the ..... I am also managing a team of Accounts trainees ..... Being professional I have a keen eye for every detail which results in negligible qualification report by the Auditors. I am a self-starter and a motivated team player.

My resume & references are attached. Please feel free to contact me at your convenience and I look forward to hearing from you.

Regards,

Mohan Tshering

Encl : Resume

