

lettre de motivation en anglais

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January 14, 2015

Mrs. Sarah Armstrong
Personnel Director
CocaComa
New York, NY 44444

Dear Mr. Armstrong:

Dr. Arnaud Bourgmonte, my accounting professor, advised me to contact you directly concerning a position that may be opening in the Accounting Department at CocaComa. I expect to receive a Bachelor of Science degree in Business Administration, with a major in Accounting from the University of Lyon at Paris in September, 2016.

As my enclosed resume indicates, I have had experience in customer relations, which is a must for the accounting field today. My work included determining customer's needs, getting them efficient responses and interacting regularly via computer with the home office.

My personal plans call for a trip to the Alpe's area for about four days in late March. If I have not heard from you, I will call your office before I arrive to arrange a convenient time for an interview. Please feel free to reach me at XX XX XX XX if it would be more convenient to make an earlier appointment. I look forward to hearing from you.

Sincerely yours,

(signature)

Tony Montagné