Montréal, May 30, 2017

Gestion Immova inc.

5121 Wellington st,Verdun,

QC, H4GY1

Dear Sir, Madam,

It’s a pleasure to apply for the position of Accountant technician.

I am an accountant technician and technologist-engineer in food processing with a specialization in puff pastry bakery and pizza. I also have a diploma in accounting for small and medium businesses. During my studies at LaSalle College, I learned to use SAGE 50, data entry, Microsoft Office Suite, accounting planification, business communications, etc.

From 2003 to 2014, I worked as a technologist ingineer in puff pastry and contributed to the creation of the department of frozen puff pastry and frozen pizza. My responsibilities included work organization, initialization of new team members and supervising of the technological process and quality control. One additional responsibility was the creation of the technological report that reflected raw material consumption for every kind of final product. Periodically I participated in tasting sessions for the development of new products. All this experience could make me a valuable team member in your company. I hope to hear from you soon.

I have a good capacity of adaptation as I have international experience. I am also able to speak four languages (French, English, Russian and Romanian).

I hope to meet you in person to discuss about my motivations to join your team. Thank you for your time and consideration.

Yours Sincerely,

Aliona Ciobanu

[alionaciobanu19@mail.ru](mailto:alionaciobanu19@mail.ru)

(438)994-1218

To whom it May Concern

My name is Aliona Ciobanu. I sent you my CV for the position of junior accountant. In the attach~~e~~ment you can find my Cover letter.

Thankyou for your time and consideration, and I look forward to hearing from you.

Aliona Ciobana