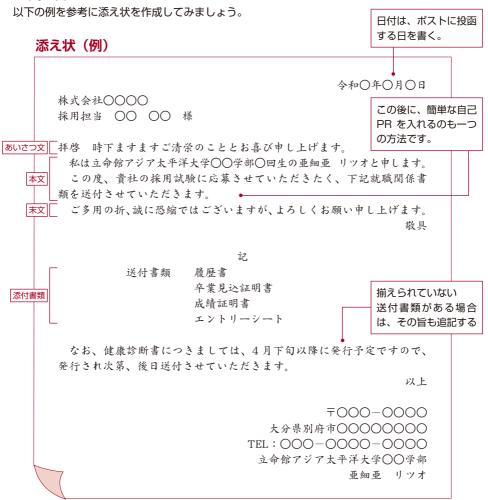
添え状の書き方

企業から求められた書類を郵送する際には、「添え状」(送付状、送り状、カバーレターとも呼ばれ る)を同封するのが社会人の基本です。応募者数の少ない企業では、こういう書類をきちんと送るこ とで印象が良くなることもあります。



- ◆封筒の書き方は、P.69 を参照してください。
- ◆履歴書を送付する場合は、封筒の表側左下に「履歴書在中」または「応募書類在中」と赤ペンで記 入してください。
- ◆その他の書類送付の際の添え状の書き方は、P.70 を参照してください。

英文添え状(例) Cover letter

RYOMA JOBS

Address: current – 12-3-401 Seaside Building, Mochigahama, Beppu, Oita, Japan Permanent – 1234, Great Jakarta Street 2, Jakarta, Indonesia

Contact: +81 80 1122 3344 ryoma_jobs@gmail.com LinkedIn: RyomaJobs Skype: RyoJo

January 17th, 2021

Mr. Steve Sakamoto
Recruitment Coordinator
Awesome Talent Bank
22-3-444 Long Tokyo Street, Minami Azabu, Tokyo

Re: Job position – Financial Accounting Support Position

Dear Mr. Sakamoto,

I have a huge interest in the banking sector, one of the reasons I chose to major in finance. From what I have seen in market trends, Awesome Talent Bank has proven itself to be a top leader with high customer and employee satisfaction. It is thus my pleasure to apply for the Financial Accounting Support Officer position. I believe that I possess the necessary skills and competencies and will be a valuable asset to your company.

My internship at Super Rainbow Bank - Singapore provided me a thorough foundation in the finance industry. I helped account managers with the analysis of clients' files and building of clients' cases. In addition, I organized a promotional event of a new service; not only was the event a great success, we earned 5 new clients as well. I was thus commended for my accomplishment, and my positive and professional attitude. During this period, I had opportunities to meet with persons from various backgrounds, of which the financial accounting job truly appealed to me. I am passionate and determined to pursue a career as a Financial Accountant and enthusiastic to contribute my past experience with working with clients' cases for Awesome Talent Bank.

I have attached my resume with further relevant skills and experience for your review. I look forward to meeting you and further discussing how I can contribute and grow with your organization.

Sincerely.

Ryoma Jobs

Signature