LERATO KHUMALO

Durban | 063 456 7890 | lerato.khumalo@email.com

[Date]

[Hiring Manager's Name]
[Job Title]
[Company Name]
[Street Address]
[City, Postal Code]

Re: Application for the [Graduate Programme / Internship] [Year]

Dear [Mr/Ms Surname / Hiring Manager],

I am a recent [BCom Accounting] graduate from [the University of KwaZulu-Natal], and I am excited to apply for your [Graduate Programme]. I am eager to begin my career in [finance] and believe [Company Name]'s programme is the ideal place to learn and grow.

During my studies I achieved [distinctions in Taxation and Financial Accounting], and I developed advanced Excel skills through coursework and an online certificate. While studying full-time, I also worked weekends as a [cashier at Pick n Pay], where I learned to handle money accurately, serve customers under pressure and manage my time well.

Outside the classroom, I served as [treasurer of the Accounting Students' Society] and volunteered as a [maths and accounting tutor]. These roles taught me responsibility, teamwork and how to explain complex ideas simply.

Although I am at the start of my career, I bring a strong work ethic, a willingness to learn and real enthusiasm for [Company Name]'s work in [industry]. Thank you for considering my application. I would be grateful for the opportunity to discuss it with you in an interview.

Yours sincerely,

Lerato Khumalo
Attached: CV, certified copies of ID and qualifications

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