

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
KPMG [Office/Department]
[Office Address]
[City, State, Zip Code]
Dear [Recipient's Name],

I am writing to express my enthusiasm for the opportunity to join KPMG as a [Job Title] in the [specific department or team] as advertised on [where you found the job listing]. After reviewing KPMG's commitment to excellence and innovation in the industry, I am excited about the prospect of contributing to your team with my skills and background in [briefly mention relevant experience or qualifications].

In my previous role at [Your Previous Company/Organization], I successfully [mention a relevant achievement or responsibility that aligns with the job]. This experience has equipped me with [mention specific skills or knowledge that are relevant to the job at KPMG]. I am particularly drawn to KPMG because of [mention something specific about KPMG that attracts you, such as company culture, values, or projects]. I believe my background in [mention a specific area of expertise] aligns well with the objectives of your team.

I look forward to the opportunity to discuss how my experience and skills can contribute to the continued success of KPMG. Thank you for considering my application. I hope to hear from you soon to arrange an interview.

Sincerely,
[Your Name]