

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip]

Dear [Employer's Name],

I am writing to express my interest in the accounting position at [Company's Name], as advertised on [where you found the job posting]. With a degree in Accounting from [Your University] and over [X years] of experience in various accounting roles, I have developed a strong foundation in financial reporting, budgeting, and tax compliance. In my previous position at [Previous Company Name], I successfully [mention a relevant achievement or responsibility], which resulted in [describe a positive outcome]. I am proficient in [mention software or tools relevant to position] and have a keen eye for detail, ensuring accuracy and compliance in all financial records.

I am excited about the opportunity to contribute to [Company's Name] and to work alongside a talented team. Thank you for considering my application. I look forward to the possibility of discussing my candidacy further.

Sincerely,  
[Your Name]