

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the Accounting position at [Company Name] as advertised on [where you found the job listing]. With a solid background in accounting and finance, complemented by my commitment to accuracy and efficiency, I am confident in my ability to contribute effectively to your team.

In [Month, Year], I graduated from [University Name] with a Bachelor's degree in Accounting. During my studies, I completed an internship at [Internship Company Name], where I gained hands-on experience in managing accounts payable and receivable, performing reconciliations, and assisting with month-end closings. This experience honed my analytical skills and provided me with a practical understanding of accounting principles.

Most recently, I worked at [Current/Most Recent Company Name] as a [Your Job Title] from [Month, Year] to [Month, Year]. In this role, I successfully managed a portfolio of clients, ensuring accurate financial reporting and compliance with regulatory standards. My ability to collaborate with cross-functional teams allowed me to streamline accounting processes, reducing the month-end closing period by [specific percentage or amount of time].

I am proficient in various accounting software programs, including [Software Names], and have a keen interest in leveraging technology to enhance productivity. My strong attention to detail, combined with my ability to communicate financial information effectively, has consistently led to positive outcomes for both clients and employers. I am eager to bring my expertise in accounting to [Company Name] and contribute to your team's success. I look forward to the opportunity to discuss my application in more detail. Thank you for considering my application.

Sincerely,  
[Your Name]