

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised [where you found the job posting]. With a degree in [Your Degree] and [number] years of experience in accounting, I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company Name], I successfully [mention a relevant achievement or responsibility]. This experience honed my skills in [specific skills related to the job], enabling me to [describe a positive outcome]. I am particularly impressed with [something noteworthy about the company or its accounting practices], and I am eager to bring my expertise in [a relevant area] to your organization.

I am proficient in [list relevant accounting software or tools], and my strong analytical skills allow me to identify and resolve financial discrepancies efficiently. I thrive in collaborative environments and am committed to maintaining the highest standards of accuracy and integrity. I am excited about the opportunity to work at [Company's Name] and contribute to your success. Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team.

Sincerely,  
[Your Name]