

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer'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 accounting/finance] and [number] years of experience in [specific area of accounting], I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company Name], I [describe a relevant responsibility or achievement that showcases skills], which resulted in [specific outcome or benefit]. This experience honed my abilities in [mention specific skills related to the job].

I am particularly drawn to [Company's Name] because of [reason specific to the company or its values], and I am excited about the opportunity to [how you can contribute to the team or company goals].

Thank you for considering my application. I look forward to the possibility of discussing how my skills and experiences align with the goals of [Company's Name].

Sincerely,
[Your Name]