

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

Dear [Hiring Manager's Name],

I am excited to submit my application for the Accountant position at [Company's Name] as advertised on [where you found the job listing]. With a Bachelor's degree in Accounting and over [number] years of experience in financial reporting, budgeting, and tax preparation, I believe I am a strong candidate for the role.

At [Previous Company's Name], I successfully managed a portfolio of clients, ensuring timely completion of their financial statements and compliance with all regulations. My attention to detail and ability to analyze financial data helped the firm decrease operational costs by [percentage or amount] through effective budgeting strategies. I am particularly proud of my work on a project that [briefly describe a relevant successful project or achievement].

I am drawn to [Company's Name] because of [specific reason related to the company or its values], and I admire your commitment to [a specific aspect of the company or its mission]. I am eager to bring my expertise in accounting principles, my proficiency in [specific software or tools], and my proactive approach to problem-solving to your esteemed team. I look forward to the opportunity to discuss how my skills and experiences align with the goals of [Company's Name]. Thank you for considering my application. I hope to contribute to your team's continued success.

Warm regards,

[Your Name]