

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[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 entry-level accountant position at [Company's Name] as advertised on [where you found the job listing]. I recently graduated with a [Your Degree] in Accounting from [Your University] and am eager to apply my skills and knowledge in a professional setting.

During my academic career, I gained a solid foundation in accounting principles and practices. My coursework included financial accounting, managerial accounting, taxation, and audit, which provided me with a balanced skill set. Additionally, I completed an internship at [Internship Company], where I assisted in preparing financial statements, conducting reconciliations, and analyzing financial data, further enhancing my analytical capabilities.

I am proficient in using [Accounting Software] and possess strong attention to detail, ensuring accuracy in all financial reporting. I am also a quick learner and am enthusiastic about embracing new challenges in a team-oriented environment. I am excited about the opportunity to contribute to [Company's Name] and support your accounting team.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to schedule an interview.

Sincerely,
[Your Name]