

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[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 Accounting position at [Company's Name], as advertised on [where you found the job listing]. With a Bachelor's degree in Accounting and over [X years] of experience in financial analysis and reporting, I am confident in my ability to contribute effectively to your team.

Throughout my career, I have developed a strong foundation in [mention specific accounting skills or software, e.g., GAAP principles, financial reporting, or QuickBooks]. In my previous role at [Previous Company Name], I successfully [mention a specific achievement or responsibility, e.g., managed a budget of \$X, reduced financial closing times by Y%, etc.], demonstrating my ability to drive results while maintaining the highest standards of accuracy and compliance.

What excites me most about the opportunity at [Company's Name] is [mention something specific about the company or team, e.g., its innovative approach to financial solutions, commitment to sustainability, etc.]. I am eager to bring my expertise and passion for accounting to such a forward-thinking organization.

I am confident that my proactive work ethic, attention to detail, and ability to collaborate with cross-functional teams make me a strong candidate for this position. I would appreciate the opportunity to further discuss how my skills and experiences align with the goals of [Company's Name].

Thank you for considering my application. I look forward to the possibility of contributing to your esteemed team and am eager to provide any additional information needed.

Sincerely,  
[Your Name]