

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the Accountant position listed at [Company 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.

In my previous role at [Previous Company Name], I successfully managed [specific responsibility or project], which resulted in [quantifiable achievement or outcome]. My strong analytical skills, attention to detail, and proficiency with accounting software, including [specific software], enabled me to streamline processes and enhance accuracy within our financial reporting.

I am particularly drawn to this position at [Company Name] due to [specific reason related to the company or its values]. I admire [something notable about the company, its culture, or its projects] and would love the opportunity to bring my expertise in [specific area of accounting relevant to the job] to your organization.

I would welcome the chance to discuss how my background and skills align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to [Company Name] and am eager to share more about how I can support your financial objectives.

Warm regards,  
[Your Name]