

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 [where you found the job listing]. With a Bachelor's degree in Accounting and over [X years] of experience in the finance industry, I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company Name], I successfully managed [specific accounting task or project], which resulted in [specific achievement]. My attention to detail and strong analytical skills have allowed me to maintain accurate financial records and develop comprehensive reports to aid in decision-making.

I am particularly drawn to this opportunity at [Company's Name] because of [specific reason related to the company or its projects]. I admire [specific element of the company] and believe that my skills in [specific skills related to the job] would be a valuable asset to your team.

Enclosed is my resume for your review. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application.

Sincerely,

[Your Name]