

Application for Entry-Level Accounting Position

[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 entry-level accounting position at [Company's Name], as advertised on [where you found the job listing]. With my recent degree in Accounting from [Your University] and my strong analytical skills, I am excited about the opportunity to contribute to your team.

During my academic career, I completed various projects that provided me with a solid foundation in accounting principles and practices. Additionally, my internship at [Internship Company Name] allowed me to gain hands-on experience in bookkeeping, financial analysis, and using accounting software such as [Specific Software].

I am particularly drawn to this position at [Company's Name] because of [specific reason related to the company or its values]. I believe my strong attention to detail and work ethic will make me a valuable addition to your team.

Thank you for considering my application. I am looking forward to the opportunity to discuss how I can contribute to [Company's Name]. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]