

Full Name  
City, State  
Email, Telephone Number

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August 8, 2018

Company Person

Title

Department

Address

Re: Job Title (position you are applying for)

Dear Company Person,

I am presently seeking a position as an Account Clerk. I came across your job posting through indeed.com and I have done extensive research about your company (name of company) and I think I would be a great asset to your team based on your job qualifications. I possess a Master's degree in Economics and I am a certified Financial Accountant, ACCA. I have had various job positions within the field of Accounting, and I am currently enrolled in an Accounting certificate program at Glendale Community College to further heighten my skills and qualifications.

I am interested in a position that offers further opportunity for growth and advancement in the field of Accounting. I have extensive knowledge in areas of tax preparation and accounting reports, account receivable, revenue recognition, record keeping and accounting systems, bookkeeping using QuickBooks and Microsoft Excel.

I look forward to the opportunity to meet with you to further discuss my educational background, employment experiences, and how I can be a great addition to your company. Thank you for your time and consideration as I look forward to a scheduled interview with (name of company).

Sincerely,

First and Last Name

