

[Your Name]  
[Your Address]  
[City, State ZIP Code]  
[Your Email Address]  
[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 Accounting position at [Company Name], as advertised on [where you found the job posting]. As a recent graduate with a Bachelor's degree in Accounting from [Your University], I am excited about the opportunity to utilize my academic knowledge and passion for finance to contribute to your esteemed team.

During my studies, I gained a solid foundation in accounting principles, including financial reporting, auditing, and taxation. My coursework provided hands-on experience with industry-standard accounting software such as QuickBooks and Microsoft Excel, allowing me to develop strong analytical and problem-solving abilities. Through various group projects and case studies, I honed my attention to detail, organizational skills, and ability to meet deadlines under pressure.

Although I do not yet have professional experience in the accounting field, I have demonstrated my commitment to excellence through my academic achievements and active participation in the [relevant club or association, e.g., Accounting Society]. Additionally, my internship at [Previous Internship/Part-time Job, if any, or skip this sentence if none] enhanced my ability to work collaboratively and adapt to new challenges. I am eager to learn from seasoned professionals and contribute my fresh perspective and strong work ethic to your accounting team.

I am particularly drawn to [Company Name] because of your commitment to [mention specific aspect or value of the company that interests you], and I believe my values and drive align well with your mission. I am confident that my educational background and enthusiasm for learning will enable me to quickly become a valuable member of your organization.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company Name]'s ongoing success. Please find my resume attached for your review.

Sincerely,  
[Your Name]