

# Cover Letter Sample for Fresh Graduate Accountant

Below is a sample cover letter tailored for fresh accounting graduates applying for entry-level positions. Customize this template to match your skills, experiences, and the job description.

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[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[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 Junior Accountant position at [Company Name], as advertised on [where you found the job posting]. As a recent graduate of [Your University] with a Bachelor's degree in Accounting, I am excited about the opportunity to apply my academic background, strong analytical skills, and passion for numbers to contribute effectively to your accounting team.

During my studies, I gained a solid foundation in key accounting principles and practices, including financial reporting, auditing, and tax preparation. My coursework was complemented by a rewarding internship at [Internship Company Name], where I assisted in preparing financial statements, performed account reconciliations, and supported the month-end close process. This experience enhanced my attention to detail, ability to multitask, and proficiency in accounting software such as QuickBooks and Microsoft Excel.

I am highly motivated, eager to learn, and committed to maintaining accuracy and integrity in all accounting tasks. My professors and supervisors have commended my dedication, professionalism, and ability to work independently or as part of a team. I am confident that my enthusiasm and drive to excel can make a positive contribution to [Company Name].

Thank you for considering my application. I would welcome the opportunity to further discuss how my educational background and skills align with the needs of your team. I am available at your convenience for an interview and can be reached at [Your Phone Number] or via email at [Your Email Address].

Sincerely,  
[Your Name]

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**Tips:** Replace all bracketed information with your personal details. Highlight any relevant coursework, certifications, or software proficiency. Tailor the letter to each application for best results.