

Best Cover Letter with Resume Template for Fresh Graduate Accounting

Discover the **best cover letter with resume template for fresh graduate accounting** designed to showcase your skills, education, and enthusiasm effectively. This professional template highlights your academic achievements, relevant internships, and key strengths in accounting principles and software, making your application stand out to recruiters. Tailored specifically for recent graduates, it balances a clean, structured layout with compelling content to help you land your first accounting role with confidence.

Sample Cover Letter

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address] | [Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Hiring Manager's Name],

I am writing to express my interest in the Accounting Assistant position at [Company Name], as advertised on your careers page. As a recent graduate with a Bachelor's degree in Accounting from [University Name], complemented by hands-on internship experience and a strong foundation in accounting principles and software, I am eager to contribute to your team and launch my professional career at [Company Name].

During my academic career, I excelled in courses such as Financial Accounting, Managerial Accounting, and Taxation. My internship at [Internship Company] allowed me to apply my classroom learning in a practical setting, where I assisted with accounts payable/receivable, prepared financial reports, and utilized QuickBooks and Excel to maintain accurate records.

I am a diligent, detail-oriented professional passionate about accuracy and efficiency. My strong analytical skills, proficiency in accounting software, and eagerness to learn enable me to adapt quickly within dynamic teams. I am confident that my background and commitment make me a valuable asset to [Company Name].

Thank you for considering my application. I look forward to the opportunity to further discuss how my skills and enthusiasm align with the needs of your accounting department.

Sincerely,

[Your Name]

Sample Resume Template

[Your Name]

[Your Address] | [City, State, Zip]

[Email Address] | [Phone Number] | [LinkedIn Profile]

Objective

Recent accounting graduate with practical internship experience and comprehensive knowledge of accounting principles, seeking to leverage analytical and software skills as an Accounting Assistant at [Company Name].

Education

Bachelor of Science in Accounting

[University Name], [City, State]

Graduation: [Month, Year]

Relevant Courses: Financial Accounting, Managerial Accounting, Auditing, Taxation, Corporate Finance

Internship Experience

Accounting Intern — [Internship Company], [City, State]

[Month, Year] – [Month, Year]

- Supported month-end financial closing, account reconciliation, and data entry using QuickBooks.
- Assisted with accounts payable/receivable and prepared invoices under supervision.
- Collaborated with team to audit expense reports and process payroll data.

Skills

- Proficient in Microsoft Excel, QuickBooks, and SAP
- Financial statement preparation and analysis
- Attention to detail & strong organizational skills
- Problem-solving & analytical thinking

Activities & Certifications

- Member, Accounting Club, [University Name]
- Volunteer, [Nonprofit Organization], assisting with annual tax preparation
- Certified in Microsoft Excel (Excel Specialist), [Year]

References

Available upon request.
