

[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 with a degree in Accounting from [Your University], I am eager to begin my professional career and am confident that my strong academic background and enthusiasm for learning will enable me to contribute effectively to your team.

Throughout my education, I developed a solid foundation in accounting principles, financial reporting, and the use of industry-standard accounting software such as QuickBooks and Microsoft Excel. In group projects and coursework, I demonstrated meticulous attention to detail and strong organizational skills, ensuring that assignments were accurate and delivered on time. My capacity to analyze data, solve problems, and communicate clearly, both in writing and verbally, has been praised by professors and peers alike.

Although I do not have prior experience in an accounting role, I am highly motivated, fast to adapt, and committed to continuous improvement. I am eager to develop practical accounting skills and am confident in my ability to learn quickly and contribute positively to your team. I am especially drawn to [Company Name] because of its reputation for fostering the growth of junior professionals and providing opportunities for training and development.

I welcome the opportunity to discuss how my background, skills, and enthusiasm can benefit your accounting department. Thank you for considering my application. I look forward to the possibility of contributing to your team and am excited about the prospect of beginning my career at [Company Name].

Sincerely,
[Your Name]