# Your Name

Street Address

City, ST ZIP Code

Telephone

Email

Website

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear [Recipient's Full Name],

I am writing to express my interest in the [Specific Accounting Position] listed on [where you found the job posting]. With a [Your Degree] in [Your Major] from [Your University] and over [Number of Years of Experience] years of extensive experience as a Certified Public Accountant (CPA), I am excited about the opportunity to contribute to [Company's Name] and help achieve its financial objectives.

In my previous role at [Your Last Company], I successfully [mention any significant achievement, milestone, delivered value, etc.]. My expertise in [mention any relevant accounting tools/software] and deep understanding of [mention any critical accounting regulation/law or financial analysis expertise] allowed me to contribute substantially to the company's financial health and strategic goals.

What excites me about the opportunity at [Company's Name] is [mention any remarkable fact about the company, team, or project that attracted you to the job or company]. I am particularly drawn to [mention any specific project, team, aspect, or values of the company], and I am enthusiastic about the chance to contribute my share towards its success.

Enclosed is my resume, which further outlines my qualifications. I am looking forward to the opportunity to discuss my application with you further. Thank you very much for considering my application.

Warm regards,

[Your Full Name]

[Your LinkedIn Profile (Optional)]

[Your Website/Portfolio (Optional)]