

## Limited Experience Letter

John Doe  
123 Anywhere Street  
Anywhere, IL 60602  
815-123-4567  
doe@yahoo.com

September 10, 2008

Ms. Renee Smith, Director of Personnel  
ABC Accounting Firm  
123 School House Road  
Chicago, IL 60602

Dear Ms. Smith,

I am applying for the position of entry level accountant, as posted on your website as of September, 2008. I believe that my educational background and volunteer and work experiences would make me an ideal candidate for this position. My Bachelors degree in Accounting has given me a strong foundation in the most current accounting principles.

For the past three years I have volunteered for a local non-profit organization to assist with the Accounts Receivables/Accounts Payables in order to serve my community and enhance my experiences. I have also completed the six week Hewitt-Jackson tax training course last year and I have gained tax experience working for a local office for the last two tax seasons. In addition, I have been the team leader for several advanced accounting class projects and have learned how to use several accounting software programs, including the new Turbo Tax software.

I believe that the combination of educational, volunteer and accounting work experiences I have gained would help me to make a significant contribution to your organization. I look forward to hearing from you at your earliest convenience and I can be reached at 815-123-4567 or by email at [jdoe@aol.com](mailto:jdoe@aol.com). Thank you for your consideration.

Sincerely,

John Doe