

[Accounting- Entry Level]

John Doe
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Anywhere, IL 60602
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doe@email.com

September 10, 2011

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 9, 2011. I believe that my educational background and volunteer and work experiences 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 555-123-4567 or by email at doe@email.com. Thank you for your consideration.

Sincerely,

John Doe