Company name

Date

Dear (name of hiring manager e.g. Mrs Shingle, Mr Johnston),

It is with great enthusiasm that I am applying for the position of GRADUATE - AUDIT AND ASSURANCES (SYDNEY). I believe that my education, skills and overall character make me a wonderful candidate for this role.

I am a highly organised and team-focused person, passionate about beginning my career in the Accounting sector with COMPANY NAME.

I am drawn to COMPANY NAME both because of the strong interest I have in this particular role, but also because of a wider belief in the behavioural benchmarks ingrained within your corporate culture. I feel that I would gain a lot from working within a team, and your company credo regarding collaboration and inclusion greatly appeals to me.

My key competencies include an ability to work well with others, a willingness to listen to instruction, and a deadline-focused approach to my work. I am a highly motivated individual with a keen eye for detail, as evidenced by my top-level academic record. My lifestyle, too, is a testament to my drive as a young person, with teamwork and responsibility underpinning my jobs and sporting achievements.

Proactive, naturally curious, and a skilled communicator, I am seeking a challenging position that I can dedicate myself to. It is for this reason and many others that I was naturally drawn to this exciting opportunity.

Best regards,

Name

Address/email

Phone number