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May 4, 2014

Sara Riley  
Human Resources Manager  
Sam & Associates LLP  
Wallstreet Way  
Lansing, MI, 54321

Mrs. Riley,

I obtained your contact information the Sam & Associates LLP job posting on LinkedIn and I wanted to express my interest in the Staff Accountant position. I received my Bachelor’s degree in Accounting with a minor in Business this past April from the University of Michigan. I graduated with honors and qualify to take the CPA exam with my 150 undergraduate credit hours.

I have two years of accounting experience acquired through my internship with Grant Thornton LLP where I used my analytical skills to improve cost saving strategies within the company; saving them thousands of dollars over the course of the year. My experience at Grant Thornton has developed my communication skills and has proven my ability to be a quick-learner and adaptor when placed in a fast-paced work environment.

I am confident that the combination of my work experience and educational background has adequately prepared me for making a strong contribution to Sam & Associates LLP. My prior internship experience has shown me the value of professionalism and has equipped me with the knowledge and work ethic required for long-term success in the field.

Please call me at (345)123-5555 or e-mail me at JoeSirenity@googlemail.com to arrange a convenient time to further discuss my background in relation to the company’s needs. Thank you for your time and consideration, I look forward to hearing from you.

Sincerely,

Joe Sirenity