

# Entry Level Accounting Cover Letter

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Your.Name@gmail.com

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March 21, 2017

Hiring Manager's Name

341 Company Address

Fargo, ND, 94301

(xxx)xxx-xxxx

hiring.manager@gmail.com

Dear [Hiring Manager's Name],

My name is Richard Sanchez, and I am a recent accounting graduate with extensive internship experience in preparing invoices, analyzing financial data, and managing payroll at Fortune 500 companies. I found this job posting on LinkedIn and believe I would be a great choice for [Target Company's] entry-level accounting position.

As an accounting intern at Marriott International, I had the opportunity to put my academic knowledge into practice. Working under skilled junior and senior accountants in a prestigious company allowed me to develop the necessary experience that will help me succeed at [Target Company]. Here are three examples from my resume that highlight my accomplishments at both Marriott International and Potter & Bukowski:

- Helped manage payroll and the registration of employees to Jobs and Pensions service for our 150+ employee branch.
- Reviewed, prepared, and issued bills and invoices from over 300+ clients.
- Helped prepare company debit and credit documents for 4% of our client base.

I think [Target Company's] efforts to implement 'strategy-driven' service offerings are a great direction for the company. With this approach, [Target Company] will have more autonomy in choosing which corporate entities they wish to work with.

I am thrilled at the prospect of working with [Target Company] and would like to come in for an interview as soon as possible. Please contact me at [Phone] or via email at [Email] so we can arrange a meeting. Thank you for your time and consideration; I look forward to hearing from you.

Sincerely,

Richard Sanchez