

Full Name

111 Street Ave * Los Angeles, CA 90024 * myemail@fake.com * 555-444-4444

HR contact/Hiring Manager

Company Name

Company Address

Company Phone Number

RE: Position Title

Dear Sir/Madam,

I am applying for the position of x at your company. My skills, experience, work ethic, and diligence make me a strong candidate for this position.

[I highly recommend you personalize each and every cover letter you send out with a paragraph showing why you are interested in the company. If you can do a bit of research on the company and include it in the letter, it will demonstrate your interest to the HR staff.]

I have a B.S. in Business Administration with a focus in accounting from California University, and 3 years of experience as an accountant and financial analyst. At each company I have worked at, I made major contributions including:

- Creating and presenting the \$10M annual budget for the City of Someplace's Recreation Department
- Detecting and correcting overbilling problems, saving over \$100K for the City of Someplace
- Building more efficient accounting processes to save time and money at Technology Company
- Standardizing accounting procedures to ensure consistency and reduce errors at Technology Corp.

As you can see, my work includes more than standard accounting. I run a fine-toothed comb through financial records to increase efficiency and reduce waste. I also fill in gaps in accounting policies as necessary to benefit the company as a whole.

Please contact me by phone at 555-444-4444 or by email myemail@fake.com so we can discuss how my skills and experience can benefit your company.

Sincerely,

Full Name