

COVER LETTER SAMPLE-ACCOUNTING

1402 Homer, #322
Ruston, LA 71270
May 1, 20-

Mr. John J. Penny, CPA
Managing Partner
Big Firm Associates
444 Accounting Avenue
Big City, TX 70000

Dear Mr. Penny:

In May I will graduate from Louisiana Tech University with a Master of Professional Accountancy degree. I have also earned a Bachelor of Science degree in Accounting and plan to take the CPA exam in November of this year. I am, therefore, writing to explore the possibility of employment as a Staff Accountant at Big Firm Associates.

In conducting my research of current career opportunities, I discovered that your firm has plans for immediate expansion and will be employing five staff accountants. I believe my educational background and experience would be an asset to your firm. Of special interest to me is your firm's focus on financial and business consulting. Highlights of my qualifications to begin my career with Big Firm Associates include a strong educational foundation in accounting fundamentals as well as career-related work experiences which have prepared me to enter my profession with confidence. In addition, I would bring to your firm excellent communication and interpersonal skills as indicated through my extensive involvement in extracurricular activities. Equally strong are my organizational, time management, and team skills. Integrity and professional ethics are integral components of my value system.

My resume, which provides information about my education, work experience, and campus activities, is enclosed for your review. If you find my professional qualifications to be of interest, I would welcome the opportunity to meet with you to discuss how I might contribute to the continuing growth and success of your firm. I will call you within two weeks to follow up on my application. In the meantime, if you wish to contact me, I can be reached at (318) 254-0000.

Sincerely,

(Signature)
Stacey G. Collins