

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

As a motivated, self-driven, dedicated, and enthusiastic professional, I strongly want to join as a Junior Accountant in a company like yours wherein my dedication will significantly contribute to the growth and advancement of your mission.

My immense background in the field complemented by my passion for finance and accounting will bring about a positive impact on your organization as your new Junior Accountant.

During my tenure previously at \*\*\*\*, I gained a unique combination of abilities that will suit me to take up the next step in my profession. Throughout my professional history, I have consistently exhibited precision and accuracy when it comes to accounting. That said, I had been a valuable resource for my company for 5 years now.

Consider the following highlights from my qualifications:

* Prepared project-based monetary and accounting summaries while outshining under detail-oriented and deadline-driven conditions.
* Employed interpersonal skills, good time management, and solid motivational skills to cooperate effectively with faculty and develop peak results
* Excelled in both groups as well as individual working settings.
* Earned a bachelor's degree in finance from the University of \*\*\*\*.
* Good organization and planning skills.
* Known for my analytical thinking and numeracy skills.

These qualifications, supplemented with my experience and educational credentials, put me in a place wherein I trust that I can surpass the expectations that you are looking for from your new Junior Accountant.

I look forward to an opportunity to learn more about \*\*\* and to discuss how I can contribute my assets at your place.

Thank you for taking the time to review my credentials.

Sincerely,

[Your Name]

**Robert Smith**

**Junior Accountant**