# Accountant Cover Letter Example and Template

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Mr. Bob Richardson  
Brick Book Accounting  
Chicago, Illinois

Dear Mr. Richardson,

I am writing to apply for the Accountant position at Brick Book Accounting. As a recent graduate with a bachelor’s degree in Accounting from Stone University, I am eager to bring my academic training and practical experience to support the bookkeeping and reporting processes of your organization. I have always been passionate about working with numbers, and I am enthusiastic about the chance to collaborate with senior accountants and financial professionals at Brick Book Accounting.  
  
My background includes proficiency with QuickBooks, Xero, and other accounting software, as well as strong computer literacy and an eagerness to learn new systems quickly. While working as an assistant bookkeeper, I improved documentation accuracy by 5%, demonstrating my attention to detail and commitment to accuracy. This position directly aligns with my goal of advancing my accounting expertise and working toward becoming a senior accountant.  
  
I am particularly drawn to Brick Book Accounting’s mission of supporting small businesses with accessible and affordable services. Having volunteered as an economics tutor, I have developed a strong sense of dedication to helping others, and I would be honored to contribute to your efforts in strengthening community businesses and local economies.  
  
I am currently pursuing certification as a CPA, which I believe will further prepare me to contribute effectively to your team. Thank you for your time and consideration. I look forward to the opportunity to meet with you and discuss how my skills and goals align with the Accountant role at Brick Book Accounting.

Sincerely,  
Ethan Wallace