# Accounting Assistant Cover Letter Example and Template

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Waysmith-Crane Enterprises

Dear Hiring Manager,

I am writing to apply for the Accounting Assistant position at Waysmith-Crane Enterprises. With a Bachelor of Science degree in Accounting and three years of hands-on experience in accounting roles, I bring strong skills in financial reporting, transaction processing, budget tracking, and audit preparation. My goal-oriented and systematic approach to accounting allows me to support organizations in maintaining compliance while achieving their financial goals. I am enthusiastic about the opportunity to contribute these skills to your team.  
  
In my role as an Accounting Intern at the Heldboro Educational Foundation, I was responsible for maintaining detailed expense records across payroll, supplies, and travel, which ensured smooth tax preparation. I also prepared and analyzed weekly financial reports, summarizing insights for the accounting team. Beyond my accounting duties, I assisted with office administration by answering phones, responding to donor inquiries, and managing hard-copy records. I introduced a new filing system that improved efficiency and earned recognition as Intern of the Month.  
  
I am drawn to Waysmith-Crane Enterprises because of your focus on using modern technology for financial reporting and analysis. During my studies at Sweetstate University, I gained proficiency with a wide range of accounting software, and I enjoy learning new systems to analyze data and create accurate, real-time forecasts. I also value collaboration highly and thrive when working alongside experienced accountants toward shared goals.  
  
I am confident that my technical literacy, attention to detail, and enthusiasm for teamwork make me a strong fit for your finance department. I would welcome the chance to discuss my qualifications further in an interview and am available during standard business hours Monday through Friday. Thank you very much for your time and consideration.

Sincerely,  
Nathan Brooks