

Sample Cover Letter

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Michael Jordan, Human Resources Manager
Beacon Day & Associates
333 North Lakeshore Drive
Chicago, Illinois 60691

Dear Mr. Gordon:

I would like to apply for the entry-level Accountant position advertised in the Chicago Tribune. I recently read with interest an article about Beacon Day & Associates, in Crain's Chicago Business magazine. I find your accounting principles in the area of corporate finance exciting and innovative, and I would like to establish my career in accounting with your company.

My qualifications are based upon a unique combination of education, skills and work experience. While completing my major at Wilbur Wright College in Accounting, I developed knowledge of such areas as managerial accounting, fundamentals of investments, finance and computerized accounting systems. As a result, I acquired an understanding of the concerns facing businesses. My work as an Accounts Payable Clerk provided me with practical experience in the area of business accounting and allowed me to utilize many accounting software programs. I am eager to apply advances in technology in the performance of my job.

My resume is enclosed for your review. I am available for an interview at your convenience and can be reached at 773-555-1212. I look forward to discussing with you the contributions I know I can make to Beacon Day & Associates as an Accountant. Thank you for your consideration.

Sincerely,

Orville J. Wright
Enclosure