

SAMPLE STUDENT

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August 7, 20xx

Hiring Manager
ABC Corporation
1200 West Algonquin Road
Palatine, IL 60067

Dear Hiring Manager:

I am writing to apply for the **Accounting Assistant** position at ABC Corporation, which is posted on your website. The combination of my education and skills fits the job description.

I will be completing my Associate in Applied Science in Accounting degree at Harper College in May 20xx. I have attached my resume which details my experience and skills. In addition, I would like to highlight my qualifications that meet your needs. These include:

- Knowledge of accounting theory and practice, corporate accounting, and cost accounting
- Strong computer skills and experience using Microsoft Excel and QuickBooks Pro
- Experience creating yearly budgets and handling accounts payable and accounts receivable
- Detail oriented with excellent analytical abilities and a strong aptitude for numbers

I would specifically like to work with ABC Corporation because of the excellent reputation of your products and your commitment to your customers. I look forward to an opportunity to discuss this position with you. Please contact me at your convenience if I can provide further information about my qualifications or to answer any questions. Thank you for your time and consideration.

Kindest Regards,

Sample Student