January 1, 2018

Jill Smith  
Hiring Manager  
LMN Firm  
123 Main Street  
City, ST 11111

Dear Hiring Manager:

I learned that LMN Firm has posted an entry-level accountant position. Although I am employed by XYZ Company as a junior accountant, I have followed LMN Firm's growth for many years. Since the beginning of my career in the accounting field, I have admired LMN Firm's client roster and the firm's approach to client success.

During my career in the accounting field, I have gained experience and honed skills that I believe would contribute to LMN Firm's objectives. As an accounting clerk, I worked for a Fortune 500 company where I assisted with accounts receivable and gained nearly three years of experience with client management, financial statements and invoicing.

More recently, I have worked as a junior accountant, where I have acquired additional experience working closely with a roster of individual and small business clients. Through this position, I have taken on larger responsibilities, gained experience with tax preparation, and developed a strong understanding of best practices and cost reduction.

My strong communication skills, eye for detail and accuracy and sense of integrity would be an asset to LMN Firm. I have no doubt that I could contribute a proactive, goal-oriented approach to service in your accounting department.

I would appreciate the opportunity to speak with you more about this accountant position soon, and I invite you to contact me to schedule a meeting with you. Thank you for your consideration.

Sincerely,

James Johnson