**Not sure how to start? Click the link to** [**have your cover letter written today by a certified writer**](https://resumewriterdirect.com/cover-letter/?utm_source=MSWord_CL_Samples&utm_medium=RWD_Top_Link&utm_campaign=MSWord_Download_Push)**.**

**Entry Level Accounting Cover Letter**

142 Facebook Blvd.

Fargo, ND, 94301 United States

(423)135-4624

Your.Name@gmail.com



March 21, 2017

Hiring Manager’s Name

341 Company Address

Fargo, ND, 94301

(xxx)xxx-xxxx

hiring.manager@gmail.com

Dear [Hiring Manager’s Name],

My name is Richard Sanchez, and I am a recent accounting graduate with extensive internship experience in preparing invoices, analyzing financial data, and managing payroll at Fortune 500 companies. I found this job posting on LinkedIn and believe I would be a great choice for [Target Company’s] entry-level accounting position.

As an accounting intern at Marriott International, I had the opportunity to put my academic knowledge into practice. Working under skilled junior and senior accountants in a prestigious company allowed me to develop the necessary experience that will help me succeed at [Target Company]. Here are three examples from my resume that highlight my accomplishments at both Marriott International and Potter & Bukowski:

* Helped manage payroll and the registration of employees to Jobs and Pensions service for our 150+ employee branch.
* Reviewed, prepared, and issued bills and invoices from over 300+ clients.
* Helped prepare company debit and credit documents for 4% of our client base.

I think [Target Company’s] efforts to implement ‘strategy-driven’ service offerings are a great direction for the company. With this approach, [Target Company] will have more autonomy in choosing which corporate entities they wish to work with.

I am thrilled at the prospect of working with [Target Company] and would like to come in for an interview as soon as possible. Please contact me at [Phone] or via email at [Email] so we can arrange a meeting. Thank you for your time and consideration; I look forward to hearing from you.

Sincerely,

Richard Sanchez

Hello, Job Seeker!

If you’re having difficulty writing your cover letter, **don’t worry.** You’re in good company – everyone struggles to craft the perfect cover letter. For a well-written, compelling cover letter that will help you land more interviews, we recommend [consulting the certified cover letter experts at Resume Writer Direct](https://resumewriterdirect.com/cover-letter/?utm_source=MSWord_CL_Samples&utm_medium=RWD_Link_2&utm_campaign=MSWord_Download_Push).

Or, here’s some excellent resources that might help you complete your cover letter:

* [Cover Letter Builder](https://resumecompanion.com/cover-letter-builder/?utm_source=MSWord_CL_Samples&utm_medium=CL_Builder_Link&utm_campaign=MSWord_Download_Push)
* [How to Write a Cover Letter](https://resumecompanion.com/how-to-write-a-cover-letter/?utm_source=MSWord_CL_Samples&utm_medium=CL_How_To_Link&utm_campaign=MSWord_Download_Push)
* [Cover Letter Examples by Industry](https://resumecompanion.com/cover-letter-examples/?utm_source=MSWord_CL_Samples&utm_medium=CL_Samples_Link&utm_campaign=MSWord_Download_Push)

Oh, and don’t forget, you’re also going to need a winning resume:

* [Free Resume Builder](https://resumecompanion.com/?utm_source=MSWord_CL_Samples&utm_medium=Rez_Builder_Link&utm_campaign=MSWord_Download_Push)
* [How to Write a Resume](https://resumecompanion.com/how-to-write-a-resume/?utm_source=MSWord_CL_Samples&utm_medium=Rez_How_To_Link&utm_campaign=MSWord_Download_Push)
* [Resume Samples by Industry](https://resumecompanion.com/resume-examples/?utm_source=MSWord_CL_Samples&utm_medium=Rez_Samples_Link&utm_campaign=MSWord_Download_Push)