

Your Name  
101 1<sup>st</sup> Avenue  
Athens, AL 35613  
(256) 123-1245

June 18, 2015

Hiring Manager's Name  
Company Name  
Address  
Address

Dear \_\_\_\_\_:

I am writing to you to apply for the position of Staff Accountant as advertised on your website. The combination of my work experience and education makes me a strong candidate for the position. I have worked as an Accounting Intern for Adams and Associates for the past 3 years and I recently earned my B.S. in Accounting from Athens State University.

During my internship at Adams and Associates I performed many accounting duties such as: accounts payable and receivable, data-entry, maintained databases, created reports, and maintained all office supplies. I also served as the main point of contact for the office.

I have enclosed my resume for your review and would like to meet with you at your earliest convenience to discuss my credentials in more detail. I look forward to hearing from you. I can be reached either by phone (256) 123-1245 or by email your.name@athens.edu

Sincerely,

Your Name