**Morris Anders**  
914 North Valley Circle  
Austin, TX 12346  
000 –555 –1233 (Home)  
manders@email.com  
  
April 24, 2017  
  
Mrs. Alicia Lane  
Senior Accountant  
West, Lane and Mercury, PLLC  
Certified Public Accountants  
913 Macon Plaza  
Southlake, TX 12345  
  
Dear Mrs. Lane,  
  
As a result of the employment advertisement posted on AccountingPath.com, I eagerly apply for the position of Accountant at your firm. I am a graduate of Southern Methodist University, Class of 2010, with my major in Accounting. I became licensed as a Certified Public Accountant in 2012. My experience as an accountant includes preparing accurate financial statements and tax returns for various clients in Travis and three surrounding counties in Central Texas.  
  
In my present role as a junior accountant at Steward Holland, LLP in Austin, I obtain, inspect and analyze information for balance sheet accounts, monthly and annual income statements and tax returns for clients. They include many medical professionals and two dozen health-related businesses including pharmacies and medical and dental practices. My responsibilities include obtaining from clients documents of transactions and information to calculate cash sales and payments to the businesses, accounts receivables, accounts payable and interest payments. I have experience in depreciation of medical and dental equipment. I frequently call, email and meet with the owners or practitioners.   
  
The Travis County League of CPAs honored me with recognition of New CPA of the Year in 2012. As a junior accountant at Steward Holland, LLP, I have prepared financial statements, analysis and proposed budgets for four nonprofit clinics throughout Travis and surrounding counties. As reported in The Travis Daily newspaper, my work helped these clinics install cost-saving measures to keep them open and to serve more needy people.   
  
I will bring to your firm strong analytical skills and the ability to carefully examine detailed records. I am proficient with Quickbooks, Microsoft Excel and other accounting and reporting applications. My work allows me to apply Generally Accepted Accounting Principles and understand how accounting principles apply to the medical and health industry.   
  
As an accountant, I look forward to the opportunity to help West, Lane and Mercury, PLLC achieve its goals of serving the medical and health fields in the Metroplex. Your firm’s documented success contributes to more efficient and innovative healthcare facilities and better service to patients. With my work experience and interest in the medical field, I can fill a very valuable role in your firm’s mission.  
  
Sincerely,  
[Insert signature here]