

Entry Level Accounting Cover Letter Sample 1

Roberta Grayson

853 Sand Avenue, Austin, Texas 54123

888-541-2558 (Home)

rgrayson@email.com

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Mr. Chester Alvinson

Human Resource Director

Clark and Sons Cleaning Company

44 Sunshine Street, Austin, Texas 54123

Dear Mr. Alvinson,

Having graduated in May from Texas State University with a bachelor's degree in accounting, I was very happy to see your company post a job advertisement for an entry level accountant on their career development website. In addition to my formal education, I would be bringing my previous internship knowledge to your accounting team courtesy of the year-long intern program I completed at Austin Recycling Corporation. Both my previous professors and former supervisors at Austin Recycling Corporation can verify my ability to understand and apply accounting principles.

During my internship, I regularly checked invoices to make sure that they matched up with the purchase order. I also performed a number of data entry tasks, such as entering in the invoice amounts into the computer system. While working under the supervision of the account manager, I opened and reconciled accounts. When the company underwent an internal audit, I assisted in the gathering of all of the documents necessary. I gained hands-on experience in billing invoices, handling petty cash, and accounts payable during the internship as well.

During my internship, I was able to suggest areas of improvement in which the company could reduce their expenses. My suggestions ended up saving the company \$300,000. I also made suggestions for the improvement of their internship policy, and my suggestions led me to being able to rewrite their internship manual for use in the company's future.

Thanks to both my educational background and my professional expertise, I have a thorough understanding of software relating to accounting, databases, and spreadsheets. I also have a background in computer science and am skilled in Apple and Microsoft products. My organizational skills are exceptional, and I have a strong sense of integrity when it comes to providing the best accounting practices for my employer.

I feel that my knowledge and internship experience make me qualified for the entry level accounting position that your company has open. As a potential employee, I would bring dedication and the desire to grow with your company. Please contact me through my provided

phone number or via my email address in order to schedule an interview that will allow us to further discuss my ability to serve your company's accounting department.

Sincerely,
Roberta Grayson