

## Entry Level Accounting Cover Letter Sample 2

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**Dean Hammer**

74 Blue Street, Tampa, Florida 32454  
532-965-2224 (Home)  
*dhammer@email.com*  
July 11, 2018

**Mrs. Jessica Secura**

Hiring Manager  
**Tasty Soda Production Inc.**  
88 Beach Street, Tampa, Florida 32454

Dear Mrs. Secura,

It was with great interest that I noticed Tasty Soda Production Inc. advertising a job opening for an entry level accountant in the June 25th edition of the Tampa Employment Times. Tasty Soda Production Inc. has a reputation for being one of the most outstanding employers in our area, and it is a team that I definitely wish to join. I completed my bachelor's degree in June of 2016 and since then, I have worked as an junior level accountant at Eva's Seaside Resort. With my hands-on experience, I believe I would be a considerable asset to your company.

In my present position, I provide accounting assistance to accounting managers and senior level accountants. Some of the tasks that I perform on a daily basis include accounts receivable and accounts payable. I also prepare a number of financial reports and make sure they are both accurate and comply with all state regulations. Typically, I oversee invoices and examine interest charges on clients' accounts.

While working at Eva's Seaside Resort, I have been able to positively affect the efficiency of the company by suggesting changes in the computer software that we use to keep track of our invoices. Since implementing that change, our unpaid invoices have decreased by 33%. I've also had the ability to supervise one of the interns from Tampa State University while she completed her program at our company.

Through my experience working as a junior accountant, I have greatly increased my understanding of accounting procedures and principles. My mathematical abilities and organizational skills are also quite advanced. My attention to detail, my accuracy, and my ability to effectively communicate make me a valuable member of the accounting team. I am also always willing to learn new things, and work well independently.

I am very excited at the prospect of working for Tampa Soda Production Inc. With my background and demonstrated ability to contribute to the existing accounting team, I believe that I will make an excellent addition to your staff. If you would like to arrange a meeting in order to

discuss my potential contributions in greater detail, please contact me via email or by phone so that we can discuss a time for an interview.

Sincerely,  
Dean Hammer