**First Name Last Name**

City, ST XXXXX | Phone | Email

Date

Company

Address

City, ST Zip

Dear Hiring Team,

Thank you for considering my application for the [Position Title] role. As an undergraduate accounting student with a strong academic foundation and growing experience in financial analysis and team collaboration, I bring the following strengths:

* Solid understanding of financial and managerial accounting concepts, reinforced through coursework and applied class projects
* Proficiency in Excel, QuickBooks, and basic SQL for analyzing data, preparing reports, and managing budgets
* High attention to detail with a track record of meeting deadlines and producing accurate work in both academic and part-time job settings
* Strong communication skills, with experience presenting group project findings and contributing to collaborative team environments
* Analytical thinker with hands-on exposure to budgeting, auditing, and cost analysis through case studies

I’m excited about the opportunity to contribute my growing skills, curiosity, and work ethic to your team. Thank you again for your time and consideration.

Sincerely,  
[Your Name]