

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Accountant

Dear Hiring Manager,

I am excited to apply for the Entry Level Accountant position at Acme Corporation, as advertised on LinkedIn. With a strong academic background in accounting and hands-on experience through internships, I am eager to bring my skills to your team and contribute to the financial success of your organization.

During my internship at XYZ Accounting Firm, I successfully assisted in the preparation of financial statements for multiple clients, ensuring accuracy and compliance with GAAP standards. I played a key role in reconciling accounts, which resulted in a 15% reduction in discrepancies over a three-month period. Additionally, I developed a simplified tracking system for accounts payable that improved efficiency by 20%, demonstrating my ability to apply theoretical knowledge to real-world challenges effectively.

I am particularly impressed by Acme Corporation's commitment to innovation in financial management, and I believe my proactive approach aligns well with your goals. I am eager to further discuss how my background, skills, and enthusiasm for accounting can contribute to the ongoing success of your team. Thank you for considering my application; I look forward to the opportunity to speak with you soon.

Sincerely,

Jordan Taylor