

# Jordan A. Thompson

January 16, 2026

Acme Corporation  
RE: Entry Level Cpa

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level CPA position at Acme Corporation, as advertised on your careers page. With a strong academic background in accounting and hands-on experience through internships, I am eager to contribute to your team and help drive financial accuracy and compliance within your organization.

During my time at State University, I completed an internship at XYZ Financial Services, where I assisted in preparing financial statements and conducting audits for various clients. This experience allowed me to gain practical knowledge in accounting software such as QuickBooks and Excel, and I played a pivotal role in improving the efficiency of the auditing process by 20%. Additionally, I managed a project during my senior year where I collaborated with classmates to develop an innovative budgeting tool that helped non-profit organizations streamline their financial reporting. This project not only sharpened my analytical skills but also heightened my ability to communicate complex financial information in an accessible way.

I am particularly drawn to Acme Corporation's commitment to integrity and excellence in financial practices. I am excited about the opportunity to work with a team that values innovation and accuracy. I would love to further discuss how my background, skills, and enthusiasm align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your team as an Entry Level CPA.

Sincerely,

Jordan A. Thompson