

Jordan Lee

January 16, 2026

Acme Corporation

RE: Entry Level Tax Accountant

Dear Hiring Manager,

I am excited to apply for the Entry Level Tax Accountant position at Acme Corporation, as advertised on your careers page. With my recent graduation from the University of Illinois with a Bachelor's degree in Accounting, I am eager to bring my strong analytical skills and a keen interest in tax law to your esteemed company. Acme Corporation's commitment to excellence and integrity in financial services resonates with my personal values, and I am thrilled at the possibility of contributing to your team.

During my academic career, I successfully completed an internship at Smith & Co., where I assisted in preparing individual and small business tax returns. This experience allowed me to gain hands-on knowledge of tax regulations and compliance essentials and to develop my attention to detail. I also played a key role in a project that involved analyzing tax implications for several clients, which resulted in identifying deductions that saved them an average of 15% on their tax liabilities. Additionally, I was a team leader in a student-led consulting project where we developed a mock tax strategy for a local nonprofit, enhancing our practical understanding of tax planning.

I am particularly drawn to the dynamic nature of the tax accounting field and am eager to learn from the experienced professionals at Acme Corporation. I believe that my proactive approach and commitment to continuous learning would allow me to quickly adapt and thrive in this role. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of your team. Thank you for considering my application; I hope to speak with you soon.

Sincerely,

Jordan Lee