

Jordan Smith

January 16, 2026

Acme Corporation

RE: No Experience Tax Accountant

Dear Hiring Manager,

I am excited to apply for the No Experience Tax Accountant position at Acme Corporation as advertised on your careers page. With a strong educational background in accounting and a passion for tax regulations, I am eager to contribute to your team and support your clients in achieving their financial goals.

During my academic career at State University, I excelled in my coursework, particularly in taxation and financial reporting, where I consistently achieved top marks. I was also actively involved in the Accounting Society, where I had the opportunity to lead a team project analyzing tax implications for small businesses. This experience not only deepened my understanding of tax codes but also honed my ability to communicate complex information in a clear and concise manner. Additionally, I completed a summer internship at a local CPA firm, where I assisted in preparing tax returns and conducting preliminary client interviews, which further solidified my interest in pursuing a career in tax accounting.

I am particularly impressed by Acme Corporation's commitment to professional development and client-focused solutions. I am eager to learn from your experienced team and leverage my strong analytical skills and attention to detail to contribute effectively to your projects. I am confident that my proactive approach and eagerness to learn will allow me to thrive in this role.

I would love the opportunity to discuss how my background, skills, and interests align with the needs of Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed firm.

Sincerely,

Jordan Smith