

Job Application Letter for Graduate Without Experience

672 1st Avenue SE
Cedar Rapids, IA 02055

April 5, 2016

Mr. Jim Carson
Manager HR
Residential Finance
837 SE Oxford Drive
Cedar Rapids, IA 73635

Dear Mr. Carson:

I am writing to apply for the Accounting Clerk position at Residential Finance, as advertised on your website. I will be graduating from Cedar Rapids Accountancy College at the end of this month. Having read about your company's financial services extensively, I am convinced that you are the leader in providing services of this kind and would like to be associated with you in some capacity.

As an active member of the business club at school, my focus has always been towards accounting procedures as I believe that these are the core of any business. During mock sessions, I was provided with the opportunity to reconcile daily accounts and prepare varying financial reports. Balancing daily tank charts and auditing vaults have been two of my favorite activities during these sessions. My basic math skills, record keeping techniques and the ability to work with very little direction all point towards my suitability for this position.

It would be an honor to speak with you personally about my prospects of working at this position for which I will call you next week. I may be contacted at (000) 141-4752 to provide information that you may need from me regarding my qualifications and eligibility for this position.

Thank you for your time and consideration. I look forward to meeting with you soon.

Sincerely,

(Signature)
Robert Jennings