

Sample Accounting Graduate Cover Letter

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Joseph Maradona
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[date]

Dear Sir or Madam

Re: Graduate Accountant position

I am writing to apply for the advertised Graduate Accountant position. I am a recent Bachelor of Commerce graduate with a major in Accounting, seeking the opportunity to implement my knowledge and skills and make a contribution to your organisation.

I have experience in all of the areas encompassed by this role through both work and study, including accounts payable, accounts receivable, bank account reconciliations, statutory account preparation and tax compliance, including BAS, GST, payroll tax and budgets.

In addition, I bring a wealth of other essential skills and qualities that I have developed through study and various work experience: teamwork and communication, time management, attention to detail, presentation skills, customer service and the ability to meet deadlines.

During my university studies I demonstrated my ability and energy in maintaining accounting-related employment while studying full time. I believe that with my positive attitude and strong work ethic, I would be a great fit for the advertised position.

You will find me to be a positive, motivated and hard-working person who is keen to learn and contribute. Given the opportunity, I would apply myself with enthusiasm to all tasks, ensuring that I get the job done accurately and efficiently.

My resume is attached, and I look forward to being able to discuss the position with you further.

Kind regards

[Sign here]

Joseph Maradona