

Your cover letter heading should match the heading on your resume.

Your First and Last Name

Address

[Email](#) | Phone

Date

Employer Name

Address

City, State Zip Code

Dear Hiring Manager,

I am pleased to see your job posting for a Staff Accountant at EY. I am pursuing my Bachelor of Science in Business Administration degree from the Wayne State University Mike Ilitch School of Business, majoring in Accounting. With strong analytical and problem-solving skills, coupled with my academic background, I am confident in my ability to handle the responsibilities effectively and be a valuable asset to the accounting team.

I am an excellent candidate to become a Staff Accountant, particularly because of the skills described below:

- Accurately prepare financial reports and statements.
- Understanding of generally accepted accounting principles (GAAP).
- Ability to create, maintain and verify accounting records, including journal entries, accounts payable, and accounts receivables.
- Experience in assisting with the month-end and year end reconciliations of accounting records to resolve discrepancies and ensure compliance and integrity.
- Proficient in Accounting software (i.e. P21, QuickBooks), Microsoft Office (i.e. Excel, Word and PowerPoint), and Adobe Acrobat.
- Pursuing CPA license.

Thank you for taking the time to consider my application and I look forward to the opportunity to discuss how my experiences and skills can contribute to EY's continued success.

Sincerely,

Your First and Last Name