

DAVID PARK

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Sep 15, 2026

Dear Hiring Manager,

I am writing to express my interest in the Accountant position at ABC Corp. With a Bachelor of Science in Accounting and one year of hands-on experience as a Junior Accountant, I am eager to bring my skills in financial reporting, data analysis, and tax preparation to your dynamic team.

My experience has equipped me with a solid foundation in managing financial records such as general ledgers and accounts payable/receivable. Proficiency in QuickBooks and Microsoft Excel has allowed me to contribute effectively to maintaining accurate financial documentation. I also pride myself on my analytical thinking and attention to detail, which are crucial for conducting thorough financial analyses and ensuring compliance with relevant regulations.

At the core of my professional approach is a commitment to integrity and continuous learning—values that resonate deeply with ABC Corp's mission. My ability to communicate complex financial concepts clearly aids collaboration across teams, supporting streamlined accounting processes.

I am particularly drawn to ABC Corp's dedication towards fostering financial literacy among clients. I believe that enhancing client understanding of their finances not only simplifies management but empowers them for better decision-making.

Thank you for considering my application. I look forward to the possibility of contributing positively to your esteemed company while developing further within this field.

Sincerely,

David Park