

Sample Cover Letter

Accountant

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SWINBURNE
UNIVERSITY OF
TECHNOLOGY

JAN SWINBURNE

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16 June 2018

Mr Joe Clark
Senior Human Resources Consultant
Bay and Johns
123 Collins St
Melbourne Vic 3000

Dear Mr Clark,

GRADUATE ACCOUNTANT – AUDIT

I am writing to apply for the Graduate Accountant position with Bay and Johns, as advertised in The Age on the 11th June 2018. Through my research of Bay and Johns, I was greatly impressed with the extensive client portfolio and reputation your firm has in the accounting industry and believe my skill set would be of great value to your team. The Auditing position sounds like an exciting opportunity to develop my professional skills working in a collaborative and supportive team environment.

Having recently completed a Bachelor of Business, majoring in Accounting at Swinburne University of Technology, while also undertaking part-time employment, I will bring to the position the following skills:

- A thorough understanding of auditing principles and applications as indicated by my Distinction average results.
- Excellent communication and interpersonal skills developed during two years of part-time employment in a customer service role.
- Time management, attention to detail and a results oriented approach shown by achieving high standards and meeting all university and employment based deadlines.

My enthusiasm and interest in all aspects of accounting are demonstrated by active involvement in the Chartered Accounting Society of Swinburne (CASS). I have taken on leadership roles with responsibility for arranging speakers for our successful professional development evenings which are held each semester.

Part-time employment as a Team Leader with Officeworks has developed my skills in leadership, customer service and balancing the end-of-day accounts. I enjoy exceeding the expectations of both Officeworks and its customers. On two occasions my business-oriented approach saw me awarded Employee of the Month for achieving the store's highest sales figures.

I am very interested in working with a well know accounting firm such as Bay and John and believe I have much to offer the Graduate Accountant position. I hope you find my background and experience to be of interest and I would welcome an opportunity to discuss my application further. Please consider my enclosed resume and academic transcript. I can be contacted on 0444 333 221.

Yours sincerely,
Jan Swinburne

Bay & Johns
Graduate Accountant - Audit
Circa \$40,000
(+ superannuation)

Bay and Johns is a well established accounting firm with a commitment to excellence in customer service. An opportunity exists for a new member to join our auditing team. We seek applicants who are enthusiastic, capable and business oriented, with a minimum of a three year degree in accounting. The successful applicant will also need strong communication and interpersonal skills. This is a full time, on-going position.

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Do NOT use header or Swinburne logo.
Remember that your cover letter needs to be tailored to the role you are applying for.