**Example with a mailing address**

Kaleb Cale
555-5555-5555
Kaleb.Cale@email.com
78222 Mine street
85001 Phoenix, AZ

Camelia Jones
Deniva Company
66789 Lone Street
85001 Phoenix, AZ

Subject: Application for Accountant Position

Dear Mrs. Jones,

My name is Kaleb Cale, and I recently learned that your company is currently looking to hire an accountant and I have a strong interest in that position. I am a student at the Golden University, expected to graduate in the fall of 2020.

During my time at Golden University, I worked as a summer associate for the university accounting department in 2018 and 2019. This experience not only increased my working knowledge of accounting principles, but it also helped me develop a great team spirit.

I am convinced that my attention to detail, time management and organizational skills will allow me to thrive in this position.

I would love to get an interview and talk about how I can contribute to the success of your organization. I have enclosed my resume. You can call me at 555-5555-5555 to schedule a meeting. Thank you for your time and consideration. I am looking forward to hearing from you.

Best regards,

Kaleb Cale