|  |
| --- |
| Rowan Murray4480 San Carlos AvenuePhoenix, AZ 85013(520) 461-8890r.murray@gmail.com |
| November 18, 20XX |
| Nia PeraltaHiring ManagerIn Press Design725 Myers DrivePhoenix, AZ 85012 |
| Dear Ms. Peralta, |

I greatly appreciate you taking the time to read this letter. I have recently completed my undergraduate studies at the University of Arizona, and I am now looking for a suitable position in the Phoenix area.

I hope to be considered for an entry-level position with the accounting department at In Press Design. I can contribute to your operations by leveraging my corporate accounting knowledge and GAAP best practices. I have heard that In Press is a great company to work for, and I am interested in becoming a part of your esteemed organization.

If you have questions concerning my qualifications and credentials, please do not hesitate to call or email me.

Again, thank you for your time. I look forward to hearing from you in the near future.

**Best regards,
Rowan Murray**