**To** Place:  
The Manager, Date:  
Company name,   
Address.

Sub: Accountant job application.

Dear Sir/Madam,

I am interested in applying for the position of accountant within your organization as advertised on linkedin.com.

I have completed my B.Com Computers from **[college name]** with an aggregate of …%

I am familiar with MS Excel and Tally ERP. I am detail-oriented and possess strong communication skills and worth ethic. I would like to start my career in an esteemed organization like yours.

I have enclosed my resume which details my qualification and skills.

Even though I am a fresher, I will prove myself with my accounting skills and knowledge and want to be a part of your organization’s growth.

Thank you for your time and looking forward to your response.

Thanking you.

Sincerely,   
Your name.