

Nathaniel Gibbs

Accounting Assistant

☎ (217) 555-1234 ✉ nathaniel.gibbs@example.com 🌐 [linkedin.com/in/nathanielgibbs](https://www.linkedin.com/in/nathanielgibbs)

📍 1234 Maple Avenue, Springfield, IL 62701

JULY 28, 2026

Nicholas Financial Group
Accounting Assistant
Chicago, IL

Dear Hiring Manager,

I am excited to apply for the Accounting Assistant position at Nicholas Financial Group, a role that resonates perfectly with my objectives and aspirations. This opportunity captivates me due to its focus on collaboration and meticulous data management, aligning seamlessly with my prior experiences in both university and internships.

At Springfield University, I cultivated skills that closely align with the core responsibilities highlighted for your role. My experience as an Accounting Intern, where I deftly managed multiple data entry tasks while participating in project documentation, has armed me with the essential know-how necessary for success within your dynamic accounting team.

In my internship, I processed numerous invoices and developed financial reports that showcased my capability to maintain thorough records. An irony I faced was the occasional chaos that arose amidst bustling deadlines, yet I managed to thrive and support my team effectively while refining my analytical skills. Contributing to various team projects made me appreciate how collaboration can yield superior outcomes.

A noteworthy achievement from my stint as a Financial Analyst involved analyzing financial data while utilizing Microsoft Excel, fostering a deeper understanding of accounting principles. This experience not only honed my organizational skills but also taught me paramount lessons in prioritizing tasks efficiently.

My dedication extends beyond technical skills; I genuinely value creating collaborative environments and building authentic relationships. Engaging in peer study sessions and volunteering as a tutor highlighted the significance of supporting one another in achieving collective goals, a fundamental aspect I foresee at Nicholas Financial Group.

Thank you for considering my application.

Sincerely,

Nathaniel Gibbs

Nathaniel Gibbs