



Nicholas Alexander

Entry Level Auditor

☎ (313) 555-1234 ✉ nicholas.alexander@example.com

🌐 [linkedin.com/in/nicholas-alexander](https://www.linkedin.com/in/nicholas-alexander) 📍 123 Main St, Detroit, MI 48226

JULY 28, 2026

Hiring Manager
Defense Review Agency
Detroit, MI

Dear Hiring Manager,

I am thrilled to apply for the Entry Level Auditor position at the Defense Review Agency. As a dedicated accounting graduate, my aspirations match seamlessly with DRA's mission of excellence in auditing, where I foresee my passion for precision will flourish in this stimulating environment.

During my academic endeavor, a project I led amplified my dedication to auditing. My team assessed financial records from local businesses, striving for precision amid complexities. This experience etched in me the importance of detailed audits and regulatory compliance, principles at the heart of DRA's success.

Moreover, while interning with a local non-profit, I scrutinized financial statements, ensuring every transaction was recorded accurately. Each invoice was a puzzle, and my role was to piece them together. Challenges arose, but these taught me resilience and reinforced my commitment to maintaining high standards.

I hold a Bachelor of Science in Accounting from the University of Michigan. Through various projects, I've grown adept with tools like Excel for data analysis. I aim to contribute my analytical skills to your dynamic auditing team, where collaboration and innovation are paramount.

While I feel nervous about stepping into this role, I am eager to learn and prove my dedication. DRA's values resonate with my beliefs, and I cannot wait to enrich your esteemed agency with my contributions.

Thank you for considering my application.

Sincerely,

Nicholas Alexander

Nicholas Alexander