

Jacob Pittman

Entry Level Staff Accountant

☎ (312) 555-1234 ✉ jacob.pittman@email.com 🔗 linkedin.com/in/jacob-pittman 📍 123 Main St, Chicago, IL 60601

JULY 28, 2026

Hiring Manager
Dream Builders Inc.
Joliet, IL

Dear Hiring Manager,

I am thrilled to apply for the Staff Accountant position at Dream Builders Inc.; this opportunity truly resonates with my ambition to excel in the finance domain as a dedicated recent graduate, keen to apply my foundational accounting knowledge in a practical setting.

During my time at the University of Illinois Chicago, I developed my skills through various projects where I conducted data entry efficiently and assisted in preparing insightful financial statements, which enhanced my proficiency in handling real-world accounting challenges.

One particular project involved a capstone where my team simulated accounts receivable management, juggling payments for fifty clients—a task that required both accuracy and teamwork, allowing me to shine in a collaborative environment while learning crucial communication skills.

I also gained valuable experience as a Finance Research Assistant, where my efforts included analyzing profit-sharing plans, fostering my analytical capabilities and further enhancing my grasp of financial dynamics affecting employee performance.

Entering your organization appeals to my desire for stability and growth; I admire Dream Builders' commitment to fostering employee wellbeing and professional development, which echoes my values and aspirations.

Thank you for considering my application.

Sincerely,

Jacob Pittman

Jacob Pittman