

Dear Sir/Madam:

I am a third year Finance BSc undergraduate currently studying at [University Name] with a predicted 2:1 honours degree. I am excited to apply for the opportunity to train for my ACCA qualification with [Company].

I have been attracted to accounting since the beginning of university and being very analytically minded and naturally a good problem solver I feel that accounting would be a suitable role for me. After qualifying I would eventually like to move into a business restructuring role as this is an area that has interested me a lot.

At university I have studied financial accounting, accounting standards, managing investments and many other finance and business modules which I believe provide me with the perfect skills to prepare me for a career with [company]. I have always performed strongly during my academic years and this is highlighted in my grades. Throughout my studies I have developed an excellent work ethic and can manage a high work load, from taking on part time work and extracurricular activities alongside studying, to dealing with tight deadlines at university, I have always remained motivated and self-driven. I currently carry two ICAEW exemptions and three ACCA exemptions and I aim to gain an extra two each in my third year.

In my second year at university I was offered to attend an international trip to a German university to study a week-long course on finance in south-eastern Europe. During my time at university I have also spent time as a peer mentor for first year students and am currently a student ambassador for the business school. I also spent a month at the end of my second year volunteering at a Cancer Research charity shop. During my work experience at Kreston Reeves I quickly learnt my way around software such as QuickBooks and Xero and built upon my current knowledge of Excel.

The opportunity to join [company] as a trainee accountant excites me greatly and I hope to hear back from you soon. Thank you for your time and consideration.

Yours faithfully,