**SAMPLE COVER LETTER - CPA RECRUITMENT**

You need to customize this section according to the firm and the position. This section is an extension of your resume and firms read this to learn more about you and your interests (maximum 1 page). Recruiters often pay most of their attention to this section. Ensure to demonstrate the fit between you and the firm. Your CPA summary/cover letter should be as follows:

Salutations (only if you know to whom you are addressing the summary to)

**PARAGRAGH 1** In this paragraph, you will talk about the reasons why you chose Accounting as a profession. Try to give a personal reason that would stand out and catch the attention of the reader. What do you know about the industry and why are you interested in a career in auditing or accounting services? Be personable in your story.

**PARAGRAGH 2** This paragraph should focus on what is special about their organization and why you want to work for this company. Do some homework by researching the employer (don’t only rely on the information available on their website).

Communicate what about them has caught your interest in regard to the employer. Express your knowledge about their needs as an organization and the requirements of the position. If you have met someone from the firm, have friends or family working there, mention their names and what they positively told you about the firm.

**PARAGRAGH 3** This paragraph should focus on what is special about you, specifically your experiences and your background that will bring value to the firm. You need to identify the specific strengths you have to offer (2-3 skills/strengths and provide a few examples). Outline, identify and demonstrate for the employer where you see the fit between your skills and their requirements, your experience and their expectations, your career aspirations and their opportunities.

**PARAGRAGH 4** In this paragraph, you need to reiterate your interest in the position, explain why you would fit with the firm’s culture and thank the firm for their time.

Your Name

Your Contact Information