**College student Letter (Example with mailing address)**

*Kaleb Cale*  
*555-5555-5555*  
*Kaleb.Cale@email.com*  
*78222 Mine Street*  
*85001 Phoenix, AZ*

*Camelia Jones*  
*Deniva Company*  
*66789 Lone Street*  
*85001 Phoenix, AZ*

*Subject: Application for Accountant Position*

*Dear Mrs. Jones,*

*My name is Kaleb Cale, and I recently learned that your company is currently looking to hire an accountant and I have a strong interest in that position. I am a student at the Golden University, expected to graduate in the fall of 2020.*

*During my time at Golden University, I worked as a summer associate for the university accounting department in 2018 and 2019. This experience not only increased my working knowledge of accounting principles, but it also helped me develop a great team spirit.*

*I am convinced that my attention to detail, time management and organizational skills will allow me to thrive in this position.*

*I would love to get an interview and talk about how I can contribute to the success of your organization. I have enclosed my resume. You can call me at 555-5555-5555 to schedule a meeting. Thank you for your time and consideration. I am looking forward to hearing from you.*

*Best regards,*

*Kaleb Cale*