

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the Tax Practice Associate position at [Company Name] as advertised on [Platform where you saw the ad]. With a strong background in [Your Degree or Certification] and practical experience in tax preparation and compliance, I am confident in my ability to contribute effectively to your tax department.

During my previous role at [Previous Company or Internship], I developed a deep understanding of federal and state tax regulations. My responsibilities included preparing complex tax returns for individuals and corporations, performing tax research to ensure compliance, and assisting senior associates with audit documentation. I am proficient in using tax software such as [List Software, e.g., CCH Axcess, GoSystem, or Lacerte] and possess advanced Excel skills.

I am particularly drawn to [Company Name] because of your reputation for [Mention a specific detail about the firm, e.g., excellence in international tax or client-focused service]. I am a detail-oriented professional with a commitment to accuracy and the ability to manage multiple deadlines during peak tax seasons.

I have attached my resume for your review and welcome the opportunity to discuss how my skills align with the needs of your tax practice. Thank you for your time and consideration.

Sincerely,

[Your Name]