

MXXXX SSSSS

10000 Ooo Bxxxx Rd, Ocean City, MD 20000 • (000) 000-0000 • xxxxxxxxxxxx@yahoo.com

Date

Name

Title

Company name

Street address

City, State, Zip

Dear Director:

I would like to apply for the position (...) in order to explore internship opportunities with (company name). My high academic achievements and desire to learn provide the necessary qualities for being helpful to this company. I am honored to have a chance to intern for such a prominent organization. This experience would be highly appreciated. I will make every effort to uphold the highest professional standards and work in the most effective and fulfilling way.

As I noted in my resumé, I am majoring in Accounting, which provides me with the necessary fundamental knowledge to be effective in an accounting profession. Through my intense course of studies, I developed the analytical proficiency to understand accounting standards. Intermediate Accounting has especially prepared me for analyzing data, applying time value measurements to notes, leases, and pensions, and reporting the effects of income taxes. Federal Income Tax Accounting provided a detailed overview of technical tax provisions as they pertain to individuals, corporations, partnerships, estates and trusts. As a result of this experience, I am now able to analyze financial data on a professional level in order to prepare financial statements for a firm. Furthermore, I have successfully developed the ability to work in a group and create strong, effective working relationships. I believe that the academic experience I have gained provides me with the ability to manage tough situations, challenges, and fulfill your high expectations. Finally, my desire to learn and improve is my strongest asset.

My resumé reflects that I possess skills and experience to adapt to different environments. As a Secretary of the Foreign Language Department at Belarussian State University, I served in many capacities that required me to organize information, relate personally and professionally to individuals with diverse cultural backgrounds, and be in charge of the financial activity of the Department. In addition, my summer work experience in the restaurant industry enhanced my communication skills and taught me to manage cash transactions. I would like to have a chance to broaden my skills, experience, and perspectives through work in your company.

Accounting is a career I have aspired to for a long time. I am very conscientious and strive for perfection in all aspects of the field in which I have chosen to work. In addition, I look forward to having the opportunity to interview with you to further discuss my skills and qualifications. Thank you for your time and consideration.

Sincerely,

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