

Sample Student

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May 25, 20xx

Internship Director
ABC Financial Corporation
20 North Star Way
Schaumburg, IL 60035

Dear Internship Director,

I am interested in applying for the **Accounting Internship** position with ABC Financial Corporation which is posted on your company's website. I have a strong academic foundation in accounting and experience reading and analyzing financial statements. I have also performed income tax preparation work as a volunteer for the past five years.

I am currently pursuing an Associate in Applied Science, Accounting Associate degree and will graduate in May 20xx. I am a self-motivated individual with a strong work ethic and have excellent interpersonal and communication skills. I have strong Microsoft Office Suite skills including Word, Excel, PowerPoint, Access, and Outlook. These qualifications make me a strong candidate for the internship, and I believe I would be an asset to your team.

I look forward to the opportunity to discuss this position with you. Please contact me if I can provide more information about my qualifications or to answer questions. Thank you for your time and consideration.

Sincerely,

Sample Student