

**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 was posted on your company's website. I have a strong academic foundation in the field of accounting and experience in reading and analyzing financial statements. I have also performed income tax preparation work as a volunteer for the past five years.

In addition, 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. I believe all of these qualifications make me a strong candidate for this internship position and that I would be an asset to your team.

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

Sincerely,

Sample Student