

# Internship Application for Accounting Position

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the accounting internship position at [Organization's Name]. As a [Your Year, e.g., junior] majoring in Accounting at [Your University], I am eager to apply my academic knowledge and gain hands-on experience in a non-profit environment.

Throughout my studies, I have developed strong analytical and problem-solving skills, especially in budgeting and financial reporting. I am particularly drawn to [Organization's Name] because of its commitment to [specific mission or value of the organization]. I admire your work in [briefly mention a relevant project or initiative], and I would be honored to contribute to your efforts.

Enclosed is my resume for your review. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email]. Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,

[Your Name]