

Internship Application for Public Accounting Firm

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Hiring Manager's Name

Public Accounting Firm's Name

Firm's Address

City, State, Zip Code

Dear [Hiring Manager's Name],

I am writing to express my interest in the internship position at [Public Accounting Firm's Name] as advertised on [where you found the listing]. I am currently pursuing a [Your Degree] in Accounting at [Your University], and I am eager to apply my academic knowledge in a practical setting.

My coursework in financial accounting, auditing, and taxation has provided me with a solid foundation in accounting principles. Additionally, I possess strong analytical skills and attention to detail, which I believe are essential for success in public accounting. Furthermore, my recent participation in [any relevant experience or project] has enhanced my ability to work collaboratively in team-oriented environments.

I am particularly drawn to [Public Accounting Firm's Name] because of [specific reason related to the firm, such as its reputation, values, or specific area of expertise]. I am excited about the opportunity to contribute to your team and gain valuable experience under the guidance of esteemed professionals in the field.

Thank you for considering my application. I look forward to the possibility of discussing my application further. Please find my resume attached for additional details regarding my background and accomplishments.

Sincerely,

Your Name