

Application for Summer Accounting Internship

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the Summer Accounting Internship position at [Company's Name] as advertised on [where you found the internship posting]. As a current [Your Year, e.g., sophomore, junior] at [Your University] pursuing a degree in Accounting, I am eager to gain hands-on experience in the field and contribute to your team.

During my coursework, I have developed a solid foundation in financial reporting, tax preparation, and auditing principles. Additionally, I completed [mention any relevant projects or experiences], which has prepared me well for the challenges of this internship. My strong analytical skills and attention to detail make me a suitable candidate for this role.

I am particularly drawn to [Company's Name] because of [mention any specific reason related to the company/outstanding achievements]. I am excited about the opportunity to learn from your experienced team and contribute positively to your accounting department.

Enclosed is my resume for your review. I would appreciate the opportunity to discuss my application further and explore how I can contribute to [Company's Name]. Thank you for considering my application. I look forward to your response.

Sincerely,

[Your Name]