

Internship Application

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the virtual accounting internship position at [Company Name], as advertised on [where you found the internship listing]. I am currently pursuing a degree in Accounting at [Your University] and am eager to apply my knowledge in a practical setting.

During my studies, I have gained a strong foundation in accounting principles, financial analysis, and taxation. I have completed coursework in [specific relevant courses], which has prepared me well for the challenges of the field. Additionally, I have developed proficient skills in [relevant software or tools] that I believe will be valuable for this role.

I am particularly drawn to this internship at [Company Name] because of [specific reason related to the company or its projects]. I am eager to contribute my skills while learning from experienced professionals in a virtual setting.

I have attached my resume for your review. I welcome the opportunity to discuss how my background, skills, and enthusiasm can contribute to the team at [Company Name]. Thank you for considering my application. I look forward to your response.

Sincerely,
[Your Name]