

[Mention the name of the sender]

[Mention the address of the sender]

[Mention the contact details]

[Mention the email address]

[Mention the date]

Subject- Accounting Internship Cover Letter

[Mention the name of the recipient]

[Mention the address of the recipient]

[Mention the contact information]

Dear [Mention the name of the recipient]

I was the first and only person to volunteer when I learned that the cafeteria at my high school had been considering conducting an inventory. I was able to identify over [Mention the number] discrepancies in the supply record thanks to my meticulous documentation and attention to detail. It prompted the creation of a new reporting system, which in the months that followed reduced the income loss by [Mention the percentage].

I've always been interested in math and numbers. I like it so much that as soon as the semester began, I joined the [Mention the school] of [Mention the name] group. I participated in the [Mention the name] competition and placed second, demonstrating my capacity for critical and logical thought. I am also enrolled in classes that need me to use my abilities frequently. Some of them include: Financial reporting and disclosure auditing accounting and analysis in practice

I had other opportunities besides the cafeteria inventory to practice financial reporting. I helped plan a fundraising event that brought in over [Mention the amount] to replace missing or damaged street signs, making my community safer. I had the chance to network with neighborhood companies, in particular with a local consulting office. I agreed to work as a non-profit accountant there for a month while he instructed others on how to file income tax forms.

It would be a fantastic opportunity to advance in tax accounting if you were able to secure an internship position at[Mention the name] under your direction.

Could we speak this week to go over how my abilities might help the team develop?

Thank you very much.

Best regards

[Mention the name]

[Mention the profession]

[Mention the contact details]