

Application letter for an accounting internship

[Business](#)



Accounting Internship Letter Affiliation: Jane Smith of Address Date

Name of Human Resource Manager

Wright Business Inc.

445 E OHIO ST.

Chicago, IL.

Ref: JOB APPLICATION FOR A POSITION OF PART-TIME PAID ACCOUNTING
INTERN.

I am a 22 year of male student who is in the third year of school studying Bachelors of Finance. I would like to apply for a position as a paid accounting intern in your office during my three months long summer holiday before resuming my studies. This application is in relation to your advertised position on the internet.

I am a self-motivated individual whose main aim in life is to make the lives of people better and simpler in any way possible. I have excellent accounting academic skills and personal skills as well. I am a good and efficient communicator and a team player and take my work very seriously. I can multitask easily being that I am a student and are very good with computers and taking instructions and obeying authority.

My accounting skills are excel and especially quick books which I have practiced with before, I can compute accounts receivable, accounts payable, cash disbursement as well as cash application quite efficiently. I am also excellent in accounts reconciliation and am willing to learn even more. I am a fast learner and an obedient student to my supervisors and hence will work well with my seniors in the organization.

Attached are my resume and my transcripts. I hope to get this opportunity as I will prove to be an asset in the company and I will also learn a lot from the
<https://assignbuster.com/application-letter-for-an-accounting-internship/>

company. I am looking forward to your positive reply. Thank you in advance.

Yours sincerely

Jane Smith