

Applicant name  
Street  
Geneseo, NY 14454  
Email  
Phone number

***Must edit all of the below letter –  
this is merely a sample for your  
consideration...***

Addressee (Name of recipient)  
Title  
Company name  
Street  
City, New York 10022

Date

Dear Hiring Manager or (ideally) a name (ensure you have the correct pronoun),

I am writing to apply for the (firm name) (name position) Winter 20XX tax internship as advertised in (name job platform) Handshake and on the (firm name) site. I am currently a (edit) Junior Accounting Major with a Finance minor and will be graduating in May 20XX, with 150 credit hours.

I am applying to (firm name) because I believe I am well aligned with (name firm) (list an aspect) culture. I have spent some significant time researching the firm and talking with (name the alumni) alumni and am most impressed with (fill in the blank). In addition, I have attended (number) of your virtual events and appreciated the (list aspect) welcoming environment. I was able to easily connect with your team and felt comfortable asking questions and am already looking forward to future opportunities to connect.

My education at Geneseo, along with years of work experience have prepared me for this internship. I look forward to applying my understanding of accounting principles and theories and have completed multiple classes in (name a class) data analytics & tax, relying on (name software and/or programming) Excel and R earning a \_\_\_\_ GPA (cumulative or in your major) (or list a course with a high grade). In addition, I spent years working in customer service at (name the company) successfully connecting with a diverse clientele ensuring full client satisfaction. I utilize my strong communication skills, my desire to learn, and problem-solving skills daily as I successfully manage a full course load, contribute to clubs on campus, and work part time.

Thank you for your consideration and I look forward to further conversations.

Sincerely,

Name  
LinkedIn URL