

<https://studyshoot.com/>
BBA ZZZ, XXXX ZZZZ
000-0000-00
service@studyshoot.com

March 31, 2021

STUDYSHOOT University
BBA ZZZ, XXXX ZZZZ
000-0000-00
service@studyshoot.com

Dear STUDYSHOT:

As a final-year college student specializing in accounting and finance and expecting to receive my bachelor's degree in business administration, I have my mind set on an accounting internship program to help me segue out into the professional world. When I saw United Media's job advertisement for an accounting intern, it seemed like the perfect position for me. I believe my knowledge in finance and accounting practices gleaned from years of coursework and lectures make me an ideal candidate for your internship program.

In the job ad, it states that you are seeking a college student with an understanding of generally accepted accounting principles (GAAP), financial reporting and auditing, and advanced knowledge of Microsoft Excel, including vlookup, pivot tables, and macros. During my sophomore and junior years at university, I explored all of these topics and more via my studies. Furthermore, I have excellent organizational skills and communication abilities, and I know I can bring all of these talents together to become an excellent accounting intern at United Media's offices.

I would appreciate the opportunity to talk with you more about how my university coursework in business administration and accounting could be a great fit for your upcoming financial challenges and goals.

Sincerely,

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