

I'm not robot!

KEVIN ANDERSON

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August 3, 2020

Acme Technologies

Phoenicia, New York 12464-5010

RE: Accounting Clerk

Dear Hiring Manager,

Upon learning about the Accounting Clerk posting with Acme Technologies, I was eager to contact you with my interest. When reviewing the job description, I was excited to see how well my experience aligns with your company's needs and position requirements. From reading your company's website, I feel your core mission and culture suit what I offer as a professional.

As an adept Accounting Assistant, I have a well-rounded skill set in accounts payable and honed talents in bookkeeping and financial reporting, making me an ideal fit for the Accounting Clerk position. Further, I am a recognized expert in critical thinking and a communicative collaborator. My previous roles have strengthened my capabilities in delegation and customer service, including a keen attention to detail and accuracy.

I am excited at the prospect of bringing my talents to Acme Technologies. I look forward to hearing from you, at your earliest convenience, to discuss how my experience and qualifications will prove valuable in the Accounting Clerk role.

Thank you for your time and consideration.

Sincerely,

Jonathan Smith



Joining Cover Letter

Anna Wilson
Phone: 555-555-5555
Email: anna@wilson.com

December 14, 2020
Mr. Robert Brown
ABC Company
12345 Main Street
New York, NY 10001

Dear Mr. Brown:

I am writing to you today because I am applying for the Accounting Clerk position at ABC Company. I have been following your company for some time and I am very impressed with the work you are doing. I am confident that I can contribute to your team and help you achieve your goals.

I am currently a student at XYZ University, where I am studying for my Bachelor's degree in Accounting. I have completed several courses in accounting, including Financial Accounting, Managerial Accounting, and Taxation. I have also completed an internship at ABC Company, where I worked as an Accounting Assistant. During my internship, I was responsible for recording transactions, reconciling accounts, and preparing financial statements. I was able to gain valuable experience and knowledge in the field of accounting.

I am confident that I have the skills and knowledge necessary to succeed in this position. I am a hard worker, a team player, and I am committed to excellence in everything I do. I am excited about the opportunity to join your team and contribute to your success.

I am looking forward to hearing from you soon. Please contact me if you have any questions or need any additional information. Thank you for your time and consideration.

Sincerely,
Anna Wilson



CARL HOLMES

567 Snowmeadow Drive • Manchester, VT 05255
802 555-5524 • cholmes_intern@svc.edu

date

Killington
ATTN: Harmony Rappoport
4763 Killington Road
Killington, VT 05251

Dear Ms. Rappoport:

I am very excited and interested in acquiring a marketing internship during the summer months at the Killington ski resort. With my extensive classroom experience and life experiences on and off a ski mountain, I am convinced that I will be a very successful and beneficial intern for Killington.

Throughout my education in the Southern Vermont College marketing department, I have gained considerable experience that could aid me as an intern. In many of my classes, we have created marketing plans for real-life companies to enhance product distribution and placement and product image. As you know, a company that is effectively positioned will have a great response along with, in Killington's case, a successful ski season.

As an intern, I would take the initiative to gather the information that enables Killington to give customers what they want.

All of my of my work experience has been geared toward selling and serving customers. As an assistant at a veterinary clinic and an intern at a winery, for example, I have effectively interacted with people and learned to handle everything from complaints to compliments. I am confident that through my work experience and interpersonal skills, I can meet both the company's and consumers' needs. I also offer strong computer skills.

Having grown up on a ski resort near my hometown of Manchester, VT, I am qualified to work at a ski resort, and I am confident that I will make a significant contribution. My time on the mountain has enabled me not only to progress quickly through my experience levels and race for a regional, but has familiarized me with the way a ski resort operates and what customers want. I am committed to marketing that impacts the customer and enhances your resort's growth.

Thus between my work and life experience, along a solid marketing education, I am certain that I am the right person for the internship. I would like to further discuss the concepts involved in an internship with Killington. I will call you in about a week to make sure that you have received this material, and that you have all of the information you need. I will be in your area in May and would like to schedule a meeting at that time. Thanks for your consideration.

Cordially,

Carl Holmes

find anywhere and am willing to work and do whatever is needed for the internship.I have completed my CMA certification from ICMAIP and possess verity of experience of working at diverse positions with multiple companies in different cultures. I have gained an extensive insight within this field of finance. My key accounting and financial competencies include, but are not limited to maintaining financial records, payroll, accounts payable, accounts receivable, budgeting, internal audits, cost accounting, , financial, management and analytical reporting.I have working experience at different free to interview at any time. I have listed my contact information, and I hope to hear from you soon regarding the position. I am flexible in my schedule and am willing to work as hard as you ask. This is a time when I can learn what to do in your position, and I hope that experience at your company will propel me to the next stage of my life. The listing matches closely with my qualification, skills and experience. I am confident that being a CPA -Alberta Student with versatile practical experience will make me correct candidate for this position and I would like to offer my services as such.Possessing sound experience of working at diverse positions with multiple companies in different cultures, I have gained an extensive insight within this field of finance. My key accounting and financial competencies include, but are not limited to maintaining financial records, payroll, accounts payable, accounts receivable, budgeting, internal audits, cost accounting, , financial, management and analytical reporting.In my current position working in the capacity of Manager Billing, Receivable and Customer Profile, where I am leading a team of 6 staff with monthly billing of SR 36 Million. In this role I got success in designing and implementing the accurate billing process, fast collection and in keeping minimum receivables balances. Provided you include enough information about your qualifications but not too much about why you want the job, you can produce a well-written cover letter to accompany your resume. Cover letters aren't always required when you apply to a job; however, it's a good idea to include one when you seeking employment. A great cover letter can improve your chances of getting an interview. The first paragraph of your cover letter must contain basic information, such as your interest in the job, a statement about your qualifications, where you learned about the position and whether your resume is attached. This section shouldn't be more than two to three sentences,and it needs to capture the reader's attention right away because recruiters and hiring managers generally don't spend a lot of time deciding whether they want to continue reading your qualifications. The second paragraph of your cover letter contains specifics about your qualifications. Whether it's how much you trimmed your company's budget or the percentage by which you exceeded your sales goals, put concrete data in this section. Use numbers wen you describe your accomplishments -- employers equate that with your ability to understand results. If you don't have quantitative data to describe your work achievements, describe other notable accomplishments. For example, you could write, "In the three years that I've been the HR manager with ABC Company, I've improved employee retention and reduced turnover by 12 percent each quarter. In addition, I've demonstrated an excellent return on investment in outsourcing many of the company's HR functions. For these and other reasons related to my functional expertise as an HR generalist with several years' management experience, I'm qualified to manage the HR department for an organization the size of XYZ Corporation." Your second paragraph should create a bridge between your skills and qualifications and the job requirements. Modify your cover letter according to your experience level. If you're a recent graduate, emphasize your education and academic achievements. For example, when you're applying for a job in the field for which you are specifically trained, share your enthusiasm about putting theory you learned in school to practical application in the workforce. Similarly, if you're returning to the workforce after being unemployed for a long period, showcase your skills instead of your work history. Or, emphasize your professional competencies and volunteer work instead of your chronological background. The 2011 results of a LinkedIn survey revealed that hiring managers see tremendous value in job seekers putting their volunteer experience on their resume. In fact, up to 20 percent of hiring decisions considered unpaid work on par with paid work. In the third paragraph of your cover letter, describe your professional traits and personal characteristics. If you're the type of employee your colleagues and managers can depend on, put that in your cover letter. Also, if you consider yourself a highly principled professional whose reputation and integrity are important to your success, say that in your third paragraph. You can also use your third paragraph to describe your core competencies. Core competencies are attributes that help you do your job. For example, communication, analytical and leadership skills are among the core competencies employers look for in supervisors and managers. Your fourth paragraph needs to close the sale. Here is where you restate your interest in the learning more about the position you're applying for -- it's also where you ask for an interview. If you want to take an assertive approach in your job search, put your availability for an interview or promise to follow-up with the reader within the next two to three days. The last sentence of your final paragraph typically thanks the recruiter or hiring manager for his attention and consideration of your qualifications. Malik Rabb(123) 456-7891mrabb@email.comMay 1, 2018Dear Hiring Manager,I am excited to be applying for the Accounting Intern position at Crane & Jenkins for my capstone internship. As an accounting major, I've been looking forward to applying for an internship to experience accounting in the real world.During my past four years at Coral Springs University, I have studied a wide range of subjects in-depth. I've studied subjects such as accounting information systems, auditing, cost accounting, computer information systems, economics, finance, and marketing. I believe that I have the strong mathematical abilities and accounting knowledge that it takes to be successful.As an Accounting Intern for Crane & Jenkins, I have a strong mathematics background to bring to the table. In elementary school, I received almost every award possible for high-achieving math students. I even went to a special class once a week with my math-oriented peers. In high school, I took advanced placement math, became a math club member, and was dual-enrolled at the local community college, taking basic accounting courses. During my senior year, my math club competed in the annual Mathletes Competition in New York City. As the team captain, I led my team to victory.Thank you for your time and consideration of my application. I look forward to hearing more about Crane & Jenkins. I am excited to learn from experienced professionals in the accounting field and to discover what it's like to be an accountant.Sincerely, Malik Rabb You're beginning your career and you want to kick it off with an accounting internship that will get you the experience you need to step into the right job. Your cover letter can make all the difference in whether you get that interview. You need to project competence, professionalism and attention to detail. This guide is designed to help you to that by focusing on: The best cover letter format and what paragraphs the cover letter should include How to make the most of each cover letter paragraph (header, greeting, intro, body and conclusion) Getting down to the writing of your cover letter Tips for avoiding common errors when writing your accounting internship cover letter. Expert tip Our corresponding accounting internship cover letter example and our library of cover letter examples offer inspiration for your own application letter. Best format for an accounting internship cover letterThe goal of your accounting internship cover letter is to total up the value you will bring to the job. To do that, you need to know what goes into a great letter. The format of a accounting internship cover letter should contain the following elements: The cover letter header The greeting / salutation The cover letter intro The middle paragraphs (body of the letter) The ending paragraph of your cover letter (conclusion and call-to-action) If you're looking for general advice on cover letters, our comprehensive cover letter guide will tell you all you need to know. Below you will find specific advice on how to develop the most effective paragraphs possible. Below you will find a complete accounting internship cover letter example to use as a starting point for developing your own application. Cover letter headerThe header of your accounting internship cover letter announces your name and important contact details so that hiring managers can easily reach you to schedule an interview. This is the only design element of your cover letter, and while you want to attract attention, accounting is a relatively conservative field, so match your header style (and the tone of your writing) to the professional demeanor you will adopt on the job. The header should include your name and the best phone number and email address to use to contact you quickly. Expert tip Align document styles Use the same fonts and header style for both your accounting internship resume and cover letter. This gives your application a more polished and cohesive look. It also helps the HR department, which may print out and distribute your documents, a visual way to rejoin your resume and cover letter if they get separated. Cover letter greetingThe greeting of your accounting internship sets the tone for your cover letter and your candidacy as a whole. Stick with a formal opening, since your chosen career requires professionalism and precision.We suggest "Dear Dr./Mr./Ms. [Surname]." Most of our cover letter samples begin this way. Why? Because it is professional but warm. It gives the reader the sense that you are addressing them and that you took the time to get to know their name. If you absolutely cannot find out who to address your letter to, you may use "Dear Accounting Team." Avoid the stuffy "To Whom It May Concern." It sounds outdated and impersonal. Cover letter introductionYour introduction tells recruiters a bit about where you are, who you are, and where you want to go. It also previews what you will say in the middle part, or body of your letter. Since you are looking for an accounting internship, you should explain whether you have finished your degree or where you are in the process and what you think is most important about accounting work.Use strong descriptions of your skills that will pique the interest of the internship coordinator.The cover letter sample below will help you get started. Cover letter middle part (body)The middle part, or body, of your accounting internship letter gets to the heart of your application. Why do you want this internship as opposed to another? What have you learned at college that you will bring to the job?Since you probably don't have a lot of work experience, you should focus on your accounting philosophy and what drew you to the career. Describe your work style and focus on the soft skills you do have. These include reliability, leadership, collaboration, problem-solving, and attention to detail. Any college experiences that relate directly to the requirements of the internship are a great addition to this part of your cover letter. How to end an accounting internship cover letter (conclusion & sign-off)You've explained why you want the internship and made an accounting of your skills. Now it's time to remind the recruiter why you are the right person for the job. If you have space in this closing paragraph, you may choose to relate an anecdote that lends professional personality to your letter or if you did not do so in your introduction, explain your accounting philosophy or why you chose the career. Finally, you need a call-to-action, or a polite interview request.See our cover letter sample text below for an idea of how to word your call-to-action, or request for an interview. Avoiding basic mistakes in an accounting internship cover letter Be careful! You're in a field that requires precision, so any typo, formatting error or misstep could cost you the interview. Know your audience. Maintain a professional tone throughout. Especially take care that if you choose to relate a personal anecdote that you don't veer into casual writing. You're a college student or recent graduate who may have a cute email address you used with your friends. Don't use that for your applications. Instead, use your college email address or get one with a format such as Key takeaways An accounting internship is a great first step to enter the industry and gain experience, and a cover letter is the best place to showcase what makes you stand out. Don't forget to build a human connection with the employer while highlighting your skills and accomplishments. Your layout and design make a big difference, so don't forget to check out our accounting internship cover letter sample for more ideas. If you're looking for additional inspiration for cover letter writing, you can check out our related cover letter examples:Build your cover letter in minutesBuild your cover letter in minutesStand out and get hired faster with our collection of free cover letter templates expertly-designed to land you the perfect position.Create Cover Letter