

Jordan A. Thompson

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Acme Corporation

RE: Internship Accountant

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Accountant position at Acme Corporation, as advertised on your careers page. With a solid foundation in accounting principles and a keen interest in applying my skills in a dynamic corporate environment, I am excited about the opportunity to contribute to your esteemed team while gaining valuable experience in the field.

During my studies at the University of California, I excelled in my Accounting courses, maintaining a GPA of 3.8 while also serving as the Treasurer of the Accounting Society. In this role, I managed a budget of over \$10,000, where I successfully implemented a new tracking system that improved our financial reporting accuracy by 30%. Additionally, I completed an internship last summer with XYZ Financial Services, where I assisted in preparing monthly financial statements and reconciliations. My experience there honed my analytical skills and provided me with practical knowledge of accounting software such as QuickBooks and Excel, making me well-prepared for the technical demands of the Internship Accountant role.

I am particularly drawn to Acme Corporation due to its commitment to fostering professional growth and innovation within the accounting sector. I am eager to bring my passion for detail-oriented work and my proactive approach to problem-solving to your team. I would appreciate the opportunity to discuss how my skills and experiences align with the goals of Acme Corporation and how I can contribute to your ongoing success. Thank you for considering my application.

Sincerely,

Jordan A. Thompson