

Jordan Smith

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Acme Corporation
RE: Internship Auditor

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Auditor position at Acme Corporation, which I discovered on your careers page. With a strong academic background in accounting and practical experience in financial analysis, I am eager to contribute to your team and further develop my skills in auditing and compliance.

During my time at University of XYZ, I made significant contributions as a member of the Accounting Society, where I organized a workshop on effective audit practices. This experience not only honed my organizational and leadership skills but also deepened my understanding of audit methodologies. Additionally, I completed an internship with DEF Financial Services, where I assisted in the preparation of internal audit reports and collaborated with senior auditors to identify discrepancies in financial statements, leading to a 15% improvement in accuracy by implementing a revised documentation process.

I am particularly drawn to the opportunity at Acme Corporation due to its commitment to integrity and excellence in auditing practices. I am excited about the possibility of working with your experienced team to gain insights into the latest industry standards and contribute to your mission of delivering high-quality financial services. I would welcome the chance to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan Smith