

Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Bookkeeper

Dear Hiring Manager,

I am excited to apply for the Internship Bookkeeper position at Acme Corporation, which I found advertised on your careers page. With a strong background in accounting principles and a passion for financial accuracy, I believe I would be a valuable asset to your team. I am particularly drawn to Acme Corporation's commitment to innovation and excellence in financial management, and I am eager to contribute to such a dynamic organization.

During my studies in Accounting at State University, I successfully completed a project where I developed a mock financial reporting system for a local non-profit organization. This project not only enhanced my understanding of bookkeeping practices but also honed my skills in using accounting software such as QuickBooks and Excel. Additionally, I volunteered as a treasurer for a campus club, where I managed a budget of over \$5,000, tracked expenses, and ensured compliance with university financial policies. These experiences have equipped me with the practical skills necessary to assist in daily bookkeeping tasks, maintain organized financial records, and support the overall financial health of your company.

I am eager to bring my analytical skills and attention to detail to the Internship Bookkeeper role at Acme Corporation. I am confident that my proactive approach to learning and my ability to work collaboratively within a team will allow me to excel in this position. I look forward to the possibility of discussing my application further and appreciate the opportunity to be considered for this internship. Thank you for your time and consideration.

Sincerely,

Jordan Smith