

Jessica Taylor

January 16, 2026

Acme Corporation

RE: Internship Tax Accountant

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Tax Accountant position at Acme Corporation, as advertised on your careers page. With a strong academic background in accounting and a keen interest in tax regulations, I am excited about the opportunity to contribute to your team and gain valuable experience in tax accounting.

During my studies at State University, I successfully completed a tax preparation course where I developed a strong foundation in federal and state tax regulations. I had the opportunity to work on a team project to prepare tax returns for local small businesses, which not only honed my analytical skills but also allowed me to apply tax code effectively. This experience taught me the importance of accuracy and attention to detail in tax reporting, which I understand is crucial in the role of an Internship Tax Accountant at Acme Corporation.

Additionally, I interned at XYZ Accounting Firm, where I assisted in conducting tax research and preparing documentation for clients' tax filings. My contributions led to a 15% improvement in processing time for client returns, showcasing my ability to work efficiently and collaboratively in a fast-paced environment. I am eager to bring this commitment to excellence and my problem-solving skills to the talented team at Acme Corporation.

I am very interested in discussing how my background and skills align with the needs of your team. Thank you for considering my application; I look forward to the possibility of contributing to Acme Corporation as an Internship Tax Accountant.

Sincerely,

Jessica Taylor