

Jessica Morgan

January 16, 2026

Acme Corporation

RE: Internship Tax Preparer

Dear Hiring Manager,

I am writing to express my enthusiastic interest in the Internship Tax Preparer position at Acme Corporation, as advertised on your careers page. With a strong foundation in accounting principles and a keen interest in tax preparation, I am excited about the opportunity to contribute to your team and enhance my skills in a dynamic environment.

During my studies in Accounting at State University, I excelled in courses such as Taxation and Financial Reporting, achieving a spot on the Dean's List for two consecutive years. I completed a project where I analyzed tax returns for a hypothetical client, identifying potential deductions that could reduce their tax liability by over 15%. This project not only honed my analytical skills but also deepened my understanding of tax regulations and strategies. Additionally, I interned at a local accounting firm last summer, where I assisted in preparing tax documents for small businesses. My attention to detail helped the team reduce errors in our filings, resulting in timely submissions and increased client satisfaction.

I am particularly drawn to Acme Corporation due to your commitment to client-focused service and integrity in tax preparation. I am eager to learn from your experienced team and contribute my analytical skills to help clients navigate their tax obligations effectively. I believe my educational background and hands-on experience make me a strong fit for this role.

I would love the opportunity to discuss how my skills and experiences 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 Preparer.

Sincerely,

Jessica Morgan