

Sample Cover Letter. This sample is designed to be sent via email.
Provided by UK's James W. Stuckert Career Center

Mrs. Smith,

I am writing to introduce myself to you at the suggestion of Career Counselor John Jones of University of Kentucky. He has indicated to me that you are very interested in talking to junior accounting students regarding possible internship opportunities.

I have a very strong academic background in accounting combined with a summer of internship experience in accounting and bookkeeping. My recent internship at Mutual of Omaha allowed me to further develop and strengthen my technical and analytical/problem solving skills through the successful completion of a major project involving the conversion of a manual to a computerized accounting system. As John Jones indicated that this type of conversion is a major concern for your organization over the next year, I believe that I could make a significant and valuable contribution on that project, as well as other challenges that I'm sure you are facing.

My resume is attached for your review. I will be in the Charlotte area in November and would love to meet with you then to learn more about the company and internship opportunities. Thank you for your time and consideration.

Sincerely,

Ima Sample

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