

COVER LETTER - Internship example

Your address

Phone

Email

24th February 2015

Jeanette Bloggs
Carrington Accountants Ltd
Address
Mt Albert

Dear Jeanette,

As a final year student doing the Bachelor of Business at Unitec I am writing regarding the possibility of an unpaid internship or work experience as an Assistant Accountant with Carrington Accountants Ltd.

As outlined in the attached CV, I have 2 years' part time experience in customer services and administrative roles and have developed skills including excellent verbal and written English communication abilities with a friendly and efficient telephone manner. I have intermediate computer skills using MS Office and my data entry and typing are both fast and accurate. As well as this, I am keen to learn and have achieved good grades in papers such as Advanced Financial Accounting, Accounting Information Systems and Taxation, with an A- average overall. Personal strengths of mine include being highly self-motivated and well organised with the ability to follow processes methodically and meet targets.

(This whole section should not be copied, but should be written based on your own experience / skills / achievements / strengths).

I am interested in working for Carrington Accountants because of your commitment to outstanding client services and I am impressed by the positive feedback you have received. Being a small, local company, I like the fact that the team is likely to know each other well and be supportive. I would thrive on the opportunity to gain a wide range of experience in financial statements, client interaction, as well as office administration.

(Adapt this section based on the company. If it is for Industry Based Learning, you could say "I am required to do a 220 hour work experience programme for my degree over one semester which can be worked flexibly in terms of your needs and my study commitments.")

Thank you for your time and consideration, and I look forward to hearing from you.

Yours sincerely,

Name