

Hannah Van Meeteren

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(712) XXX-XXXX

March 31, 2021

Ms. Susan Smith
Partner
Eide Bailly
123 Main Street
Anytown, IA 50000

Dear Ms. Susan Smith:

I believe that I would be an excellent fit for your Accounting Intern Position, which I discovered on Handshake and learned about from some of my professors. The intern position closely aligns with my educational background in accounting and business administration. I am very interested in the opportunity to gain experience working with large and small companies in various industries. My proficiency in Microsoft Excel, paired with my skills in communication, leadership, and accounting, make me an excellent candidate for your position.

My interest in this position is driven by my desire to become a CPA. Growing up, I saw glimpses of a career as a CPA through the life of my father. However, it was not until high school that I understood the meaningfulness of a career in this field. After listening to my dad share stories of the clients he had worked alongside, I saw accounting as an incredible opportunity to serve others and help them achieve their goals.

As a bank teller at Citizens State Bank, I gained experience in balancing and handling deposits. Through this role I have developed a strong understanding of customer service and dealing with individuals in a variety of financial situations. Additionally, by majoring in two subjects – accounting and business administration with a concentration in finance – I have developed skills in working with financial and nonfinancial information, and I am able to evaluate the capacity and conditions of companies. Furthermore, my involvement in various activities has advanced my skills in teamwork, discipline, leadership, supporting others, and communication.

Please find my resume attached. I welcome the opportunity to answer any questions regarding my background, and I would love to share more about my qualifications in an interview. I look forward to hearing from you.

Sincerely,

Hannah Van Meeteren

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