

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to express my interest in the Accounting Internship position at [Company Name] as advertised on [where you found the internship posting]. As a current accounting student at [Your College/University], I am eager to apply the knowledge and skills I have gained in the classroom to a real-world environment. Although I do not have formal professional experience, I am enthusiastic about learning and highly motivated to contribute positively to your accounting team.

Throughout my coursework, I have developed a solid foundation in accounting principles, including financial reporting, cost accounting, and the use of software such as Excel and QuickBooks. In addition, my involvement in various group projects has helped me strengthen my organizational and communication skills. I believe these abilities, combined with my attention to detail and strong work ethic, make me a reliable and quick learner who can adapt effectively to a professional setting.

I am particularly drawn to [Company Name] because of your commitment to excellence and innovation in the accounting industry. As an intern, I am eager to gain practical experience, learn from experienced professionals, and contribute wherever possible. I am confident that my willingness to learn, positive attitude, and dedication will allow me to add value while further developing my accounting skills.

Thank you for considering my application. I would appreciate the opportunity to discuss how my academic background and interests align with the goals of your team. I look forward to your response.

Sincerely,
[Your Name]