

Professional Inquiry Letter for Accounting Internship

A **professional inquiry letter for an accounting internship** is a formal document sent by a student or recent graduate seeking practical experience in the accounting field. This letter typically introduces the applicant, highlights relevant skills and educational background, and expresses genuine interest in gaining hands-on exposure through an internship opportunity.

Letter Template:

[Your Name]
[Your Address]
[City, State ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company Name]
[Company Address]
[City, State ZIP Code]
Dear [Recipient's Name or "Hiring Manager"],
I am writing to inquire about potential internship opportunities within your accounting department. As a [your current year, e.g., third-year] accounting student at [Your University], I am particularly interested in your organization due to [briefly state reason, e.g., its outstanding reputation in financial services, community involvement, etc.]. An enclosed is my resume for your reference. I would greatly appreciate the chance to discuss internship possibilities with you and explore how I might assist your department. Thank you for your time and consideration.
Sincerely,
[Your Name]

Example:

Jane Smith
123 Main Street
Boston, MA 02118
janessmith@email.com
(555) 123-4567
June 15, 2024
Hiring Manager
ABC Accounting Solutions
456 Elm Street
Boston, MA 02118
Dear Hiring Manager,
I am writing to inquire about potential internship opportunities within your accounting department. As a third-year accounting student at XYZ University, I have developed strong skills in [list relevant skills]. Enclosed is my resume for your consideration. I welcome the opportunity to discuss how I can be an asset to ABC Accounting Solutions. Thank you for your time and consideration.
Sincerely,
Jane Smith