

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:

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[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 internship at your company would provide me with valuable hands-on experience and the opportunity to learn from professionals in the field.
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]
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Example:

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Jane Smith
123 Main Street
Boston, MA 02118
janesmith@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 financial analysis and accounting software. I am particularly interested in your organization due to its outstanding reputation in financial services and community involvement.
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
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