

Cover Letter Sample

Jane Doe

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Peter Parker

President

Parker & Associates

Dear Mr. Parker:

Via my online research of accounting internships posted on the University of Texas at Dallas' HireJSOM site, it is clear that Parker & Associates' focus on being their clients' business partner and trusted advisor matches my goal. I will receive my Bachelors in Accounting from the University of Texas at Dallas in May 2019, and I'm very interested in applying for your summer internship program. When volunteering with the Volunteer Income Tax Assistance program, and seeing the happiness and satisfaction of my clients, I discovered that helping others with their taxes is genuinely fulfilling. I believe that my education, professional skills and experience have prepared me for your internship. Based on my understanding of this position and Parker & Associates, the following aspects of my background are most relevant:

- **Communication:** I excelled in my Business Communication class which has greatly improved my communication skills. In addition, I completed the "Starbucks Challenge," which required me to engage strangers at Starbucks at least twice per week to join me in small talks to practice and improve my conversational English.
- **Analytical Thinking and Problem Solving:** I have written several individual tax research memos and received top grades. I analyzed and summarized the tax information in the case problems, and researched related regulations to support my conclusions. I am fond of doing research before I make a decision.
- **Advanced Excel:** I have strong knowledge of Excel and experienced with advanced formulas, Conditional Formatting, Pivot Tables, Filters, and Solver. As an enthusiastic and responsible person, I enjoy teamwork, and I can be a good leader and a good teammate.
- **Time Management:** I develop effective strategies for managing my time to balance conflicting demands. I always set and prioritize clear goals, organize my schedule, and make an action plan. Last semester, I took 4 classes, was involved in 3 student organizations, and provided tax service for VITA program. I received good grades, improved many personal skills, and acquired knowledge beyond textbooks.

My education, professional skills and experience would be a valuable asset to your team. I would appreciate the opportunity to learn more about your internship, and will contact you at the end of this week. If you have any questions, I can be reached at 972.123.4567 or janedoe@utdallas.edu at your convenience. Thank you for your time and attention to my interview request. I look forward to learning more about your company.

Sincerely,

Jane Doe