

**Internship Cover Letter
Sample: This is to be used
as a guide**

Imma Intern
Denver, CO
970-555-3000, intern@yahoo.com

December 14, 2008

Ms. Bobbie Baxter, Recruiter
ABC Company
45432 Mall Avenue
Denver, CO 80225

Dear Ms. Baxter:

Please consider me a candidate for the Accounting Manager internship position currently posted on UC Denver's Internlink. I am very interested in this position and am eager to apply my enthusiasm, skills and experience as an employee and teammate to benefit ABC.

(The opening paragraph should identify the position you are applying for and where you saw the job posted or advertised.)

Pursuing a Bachelor's degree in accounting has enabled me to attend a variety of accounting and finance courses directly related to the Accounting Manager position. These courses have prepared me to understand company budgets of over \$20 million, generate income statements and balance sheets, oversee accounts payable and receivable, and work extensively with spreadsheets for budget and variance analyses. These skills and experiences are directly related to the qualifications you listed in the internship posting. **(In the second section briefly introduce yourself and then address all the "qualifications" or "requirements" in the job posting to establish your viability and credibility as a candidate; i.e. why they should interview you.)**

ABC Company is one of the top five retail companies nationally and is known for its ability to succeed in retail business without compromising its integrity. While this is impressive in any market, it is especially admirable among contemporary business practices. I believe my accounting and management experience along with my matching values will allow me to be a positive contributor to ABC's ongoing goals of improving operating efficiencies and cost reduction. **(Address why you are interested in the employer and the position. It shows you are serious about this opportunity.)**

Thank you for taking the time to review my credentials. I look forward to hearing from you in the near future to discuss how my skills best meet your needs. **(Thank them for reviewing your materials and ask for the interview!)**

Respectfully,

Imma Intern