

# Cover Letter Sample

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Blake Carroll, College Recruitment  
355 South Grand Ave. Suite 2000  
Los Angeles, California 90071

Dear Blake Carroll:

The auditing internship position at KPMG LLP is of great interest to me. As a junior attending the University of California, Santa Barbara, I am eager to apply my accounting and tax coursework through a summer internship with a firm located near my hometown in the Bay Area. My educational training to date, coupled with my analytical skills and previous work experience, would make me a great candidate for KPMG LLP.

My previous employers have found me to be exceptionally hard working, motivated, and dependable in carrying out the variety of responsibilities assigned to me. I have previous internship experience in the financial sector having worked for Bay Federal Credit Union. As a part of their banking system conversion team I became familiar with teamwork and project planning efficiency in a professional environment. It was this summer internship that sparked my initial interest in accounting. Currently, I work part time for the Career Services Department at the University of California, Santa Barbara where I assist my fellow students in finding internships and career related employment by utilizing the resources of the center.

I prefer the Silicon Valley office and am available to work June through September. Enclosed you will find my résumé for your review as well as my unofficial transcript. I have taken a number of courses that have given me a strong foundation in accounting and economics. I will continue to enroll in upper division economics and accounting classes as I complete the requirements to obtain my degree in Business Economics with an Accounting Emphasis by June 20xx.

Thank you for your time and consideration. I look forward to meeting you and discussing how I can contribute to your firm as a summer intern.

Sincerely,

*Steve Smith*

Enclosure