**Jeffrey Green**

**[Street Address] New York, NY 55900 ⬩ Phone: 555-555-5555 ⬩ [Email Address]**

**Today’s date**

Mr. Gary Evans

Company name

Address, City, State, zip

Dear Gary Evans,

Re: Finance Internship

I am a fourth-year student in XYZ Business School, and will be graduating in the coming semester.

I am interested in receiving work experience through your financial department as a finance intern and would be honored to contribute my accounting and financial skills to assist your staff. I am a diligent learner and responsible employee, self-motivated and completely at home with computer and calculator.

My solid accounting knowledge includes:

* Audits.
* End of year reports.
* Business ethics.
* Investment strategies.
* Due diligence procedures.

I have completed projects in market analysis and research, financial management, and depreciation, and achieved top honors for my work.

I am proficient in MS Word, Excel, QuickBooks, and SAP, present financial data clearly and concisely, and excel as a team player. I would like to assist the financial department in their work and increase my own knowledge in the process.

You can easily reach me by phone or email at the above contact information, and I will be pleased to come to the office for an interview.

Thank you for your time and consideration.

Sincerely,

Jeffrey Green