



CAREER CENTER
ST. CLOUD STATE UNIVERSITY

(320) 308-2151

Centennial Hall 215

www.stcloudstate.edu/careercenter

Accounting Cover Letter

Madison Numbers
101 Quarry Rd. Apt 101
Waite Park, MN 56738
madison.numbers@gmail.com
320-123-4567

March 19, 20XX

Ms. Della Ludwig
Schlenner Wenner & Co.
630 Roosevelt Rd., Ste. 201
P.O. Box 1496
St. Cloud, MN 56302

Dear Ms. Ludwig,

It is with great interest that I inquire about the tax internship on your company's website. I am impressed with the steady growth of Schlenner Wenner & Co. in this dynamic field. Your firm's concept – "Working with people, not just numbers" is the one that I live by as well. I believe my enthusiasm, abilities, and dedicated work ethic can contribute positively to your company's exceptional reputation for high quality services.

As my resume indicates, some of my recent achievements include:

- In-depth knowledge of a diverse array of core accounting functions, with a demonstrated capacity to successfully fulfill responsibilities to further corporate/client objectives
- Productive contributor to team projects and self-managed tasks, with the ability to successfully deliver multiple concurrent projects under the tightest deadlines
- Gifted communicator, able to form and maintain strong relationships with management, colleagues and clients at all professional levels.
- Earned Bachelor of Science in Accounting from an accredited program.

I would welcome an opportunity to meet with you to discuss my qualifications and candidacy in further detail. Thank you for your time and consideration.

Sincerely,

Madison Numbers