

COVER LETTER TEMPLATE

YOUR NAME Address | Phone Number | Email Address | LinkedIn

[Date]

Jane Doe
Senior Associate
Smith & Associates Accounting Group
123 Barbary Lane
San Francisco, CA 94105

Dear Jane Doe,

[State the position you're applying for] I am submitting my résumé in consideration for the tax intern position with Smith & Associates Accounting Group. **[State why you're a strong candidate]** Given my background in accounting and extensive leadership experience, I believe this position is a strong match for my skills and career interests. I am especially interested in Smith & Associates Accounting Group because **[state why you're interested]**.

[Outline your relevant experience] I developed a keen interest in public accounting while working toward an undergraduate minor in accounting at Rady School of Management. Specifically, my intermediate Accounting class allowed me to develop a solid foundation in preparing and interpreting accounting information. In addition to my academic training, I bring strong interpersonal, communication, and leadership skills. My experience as president of the Undergraduate Accounting Society has provided me with the opportunity to successfully lead an organization of more than one hundred students while managing all operations of the organization.

[Restate your qualifications and interest] As a proven leader, team player, and problem-solver, I feel my skills and experience make me an ideal candidate for the tax internship position. I would welcome the opportunity to interview for the position and hope to hear from you soon. Thank you for your time and consideration.

Sincerely,
[Signature]
Your Name

For more tips and cover letter basics, visit career.ucsd.edu/cover-letter.