456 College Hall

Normal, IL 67890

February 16, 20XX

Ms. Jane Doe

Partner-In-Charge

Big Public Accounting, Inc.

123 N. Michigan Ave.

Chicago, IL 12345

Ms. Doe:

I was referred to you by Mr. Dave Zbecki, a Partner with your New York office, who informed me that the Chicago office of Big Public Accounting is actively seeking to hire quality individuals for your Auditor Development Program.

I have more than two years of accounting experience, including interning as an Auditor last year with the New York City office of Ernst & Young. I will be receiving my BBA this May from Illinois State University, graduating Magna Cum Laude. I am confident that my combination of practical work experience and solid educational experience has prepared me for making an immediate contribution to Big Public Accounting. Having interned with a leading firm in the public accounting field, I understand the level of professionalism and communication required for long-term success in the field. My background and professional approach to business will provide your office with a highly productive Auditor upon completion of your Development Program.

I will be in the Chicago area the week of March 16. Please call me at 217-222-3456 to arrange a convenient time when we may meet to further discuss my background in relation to your needs. If I have not heard from you by March 9, I will contact your office to inquire as to a potential meeting date and time. I look forward to meeting you then.

Sincerely,

Tracy Q. Graduate