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October 15, 2018

Hiring Manager  
1 Main Street  
Blacksburg, VA 24060

Dear Hiring Manager,

I am applying for your Accounting Internship at ABC Company, which I was made aware of via Virginia Tech's Pamplin Career Services communication. I am currently an undergraduate student at Virginia Tech Pamplin College of Business pursuing my Bachelors of Science in Accounting and Finance. My background aligns well with the qualifications you are seeking at your company, in particular my previous role as an Accounting Intern with XYZ Company, and I believe I would make a valuable addition to your organization.

With my previous internship experience, I am adept in analyzing and preparing documents, developing presentations, and assisting accountants with projects. My time working for a fast-paced company has also afforded me a well-rounded skill set, including first-rate analytical and time management skills. The courses I have taken so far in Pamplin have allowed me to gain valuable experience working with the preparation of tax and regulatory documents, determining financial trends and finding variances, and utilizing data to forecast future trends.

In addition to my education and personal qualities, I have a solid track record in my previous positions and a passion for accounting. I am extremely enthusiastic about the opportunity to work for your company, and welcome the opportunity to contribute to your continued growth and success in this area.

Please review my attached resume for additional details regarding my expertise. I have also completed the online application on Handshake. I would appreciate the opportunity to discuss a position with you, and would be more than happy to answer any questions you may have and provide any other information you may need.

Thank you very much for your consideration.

Sincerely,  
Hannah Landers