

# CHARLES T. FLYER

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February 14, 20XX

Mr. William P. Washington, CPA  
Coastal Accounting Services  
789 S. Franciscan Blvd.  
Chicago, IL 60615

Dear Mr. Washington:

It is with great interest that I apply for your summer Accounting Intern position which you have advertised on your Web site. Coastal Accounting Services is especially attractive to me because of your specialization in small business and non-profit accounting and cash flow analysis services. My long term career goal is to provide accounting services for non-profit organizations and I believe I am an excellent fit for your firm. My semester ends on May 13<sup>th</sup> and I would be available to start any time after that date.

I am currently completing my junior year as an accountancy major at Lewis University. My academic preparation has included courses such as Principles of Accounting I and II, Principles of Finance, Business Law for Accountants, Intermediate Accounting Theory I, Decision Science, and Cost Accounting. Last year I joined the professional business fraternity, Delta Sigma Pi. I was an active member and was elected Treasurer for this current school year. My work as Treasurer has entailed strict attention to detail and meticulous record-keeping. I have had the opportunity to manage the budget and approve expenditures while simultaneously developing my leadership skills. For the past two years, I have worked part-time as a Customer Service Representative at Kohl's, which has taught me how to work with a diverse array of customers and respond to their needs and complaints in a professional manner. I believe I will contribute all of these skills to your team at Coastal Accounting Services while also applying and refining my accounting skills in this internship.

I believe that my focused education and career goals are an appropriate match for your internship and I would welcome the opportunity to meet with you to further discuss my qualifications. I am best reached at 815.836.5282 in the afternoons. Thank you for considering me for this internship opportunity with your firm. I look forward to hearing from you soon.

Sincerely,

*Charles T. Flyer*

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