Date:
Candidate’s Name
Phone Number
Email id

Hiring Manager’s Full name
Company Name
Company’s Address
Contact Number
Email id

Dear Mr. /Ms. (Hiring Manager’s last name)

This is to express my profound interest in the above referenced position of Accounting Intern with ABC international (HK) Ltd. as advertised on JobsDB.com. I am in my final year of pursuing Bachelor of Business Administration in Accounting and Finance from the University of Hong Kong, and intend to take the CPA exam after completing graduation.

With a flair for mathematics and accounting besides attention to detail, organization and analytical skills, I feel confident to efficiently maintain the record and filing system; prepare reports and analyse data while ensuring accuracy. As an Intern, my interpersonal skills coupled with strong communication in both English and Cantonese will help me provide administrative support to other employees at ABC international (HK) Ltd. In addition, I am proficient in Microsoft Office and familiar with accounting software systems.

Having been a high performer academically as well as in extracurricular activities throughout my school and university years, I have learnt to be self-disciplined and my education has equipped me with in-depth understanding of finance and accounting fundamentals. A copy of my resume is attached for your perusal.

Thank you for your time and consideration. I look forward to scheduling a meeting with you at a convenient time for further discussion.

Yours truly,

Candidate’s Full Name