**Robert Smith**

**Audit Intern**

**1737 Marshville Road, Alabama, (123)-456-7899, info@qwikresume.com www.qwikresume.com**

[Today’s Date]

[341 Company Address]
[Company City, State xxxxx]
[(xxx) xxx-xxxx]
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

This letter is regarding my interest in applying for the post of an Audit Intern at [XXXYYYY organization]. My …… years of service at the same position at [XXXXYYY organization] matches well with the qualifications required for the job.

With a strong network of professional educational qualifications and passion, I am sure to deliver the best results in your company.

[XXX organization] has set the benchmark in the field of finance and accounting due to its pragmatic approach and excellent quality of services.

This role helped me understand various procedures and guidelines surrounding the field like

* Finance.
* Advanced Accounting.
* Excellent managerial skills.
* Leadership and consulting.
* Supporting your peers.
* Communication with auditors.

Given an opportunity, I assure you to give my best to this job and become an asset to your organization.

Looking forward to hearing from you soon.

Sincerely,

[Your Name]