**Wendy Lee**

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February 16, 2021

Laura Rodriguez

Director, Human Resources

Jones Corporation

123 Business Rd.

Business City, NY 54321

Dear Mrs. Rodriguez,

I appreciate your taking the time to speak to me about the internship position available at Jones Corporation. I am excited about the opportunity to intern with such a well-regarded organization.

The internship, as you presented it, seems to be an excellent match for my skills and interests. I am confident that my advanced coursework in accounting and my strong detail-orientation will enable me to be a productive member of the team. In addition to my enthusiasm, I will bring to the position a willingness to learn, both about the company and the accounting field.

I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you. If I can provide you with additional information, please let me know.

Thank you for your consideration.

Sincerely,

Your Signature (hard copy letter)

Wendy Lee