

Sample Cover Letter 2 – Finance

Jon Kim
Seoul, Korea

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To Whom It May Concern:

I am highly interested in pursuing the administrative and financial planning internship with your organization. An internship with American Express is an ideal opportunity for me to enhance my skills. The position seems to fit very well with my education, experience, and career interests.

I received my B.S degree in Business Accounting from Pusan University in Pusan Korea. My academic background is emphasized in Auditing, Federal Tax, Cost Accounting, and Financial Accounting. In addition, I have extensive experience in using several computer programs, including Microsoft Excel, Words, Access and SQL Database Design.

My most recent working experiences gave me exposure to both working on a company's financial statements and communicating to all levels of staff in a team. Additionally, I worked as an administrative assistant where I gained experience of performing general office work and performing assigned duties on a daily basis. I believe that my practical experience combined with my academic studies strongly support my interest in the finance industry.

A resume is enclosed which covers my experience and qualifications in greater detail. I would appreciate an opportunity to discuss my qualifications with you further. I look forward to hearing from you soon. Thank you for your time and consideration.

Sincerely,

Jon Kim