Cassandra Meduri

142A Brook Street

Scarsdale, NY, 10583

August 4, 2012

Dear Sir or Madam:

You need an intern with a meticulous attention to detail and excellent organizational and social skills. My experience and status as an accounting student in my second year makes me and ideal candidate for the internship position at your company. My background and experience are just what you need. Please allow me to show you what I could bring to your place of business.

My two years at Pace have given me a solid foundation for this internship. I am comfortable performing a wide range of job duties. I am eager to contribute my enthusiasm and skills and to grow with the experience that comes with this position.

While working hard during school, I achieved a 3.6 cumulative grade-point average for my first year. Being an accounting major, some of the classes I’ve taken, have provided me with a foundation in principles that affect businesses every day.

My resume will give you a greater understanding of my qualifications. Please contact me if you have any questions.

Thank you for your consideration.

Sincerely,

Cassandra Meduri

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