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To: danielgrey.1988@gmail.com

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Subject: Summer Accounting Position

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Dear Daniel,

I am interested in applying for the summer accounting position that was listed on ABC.

I have experience in Analyze financial records and reports and make adjustments, Assist auditors in analysis work and Prepare and enter journal entries which include correcting entries, allocating, expenditures and grant related entries.

I believe that I would be an asset to your program. This position would provide me with the ideal opportunity to assist at your organization and to expand my accountant skills.

I hope to schedule an interview at a mutually convenient time. I look forward to speaking with you. Thank you for your consideration.

Best Regards