

## Cover Letter for Audit Intern Position

Dear Hiring Manager:

I am writing to apply for the position of 2019 Winter Audit & Assurance Staff Intern at Deloitte. I am currently a junior working towards my B.B.A. in Accounting at Baruch College, Zicklin School of Business. Through my conversations with Mr. David Yu and Ms. Maria Small, I have learned that the company is committed to creating a diverse workforce. As a first generation Asian-American with a demonstrated record of building community, I believe I would make valuable contribution to Deloitte while deepening my knowledge of the audit profession. My strong analytic skills, my leadership ability, and my ability to work on a team distinguish me as an applicant for the winter audit internship.

In my 2017 Accounts Payable Internship at Local Bushel, I applied the strong analytic skills I have gained through my coursework. At Local Bushel, I learned the importance of developing relationships with vendors and clients to ensure ease of communication throughout the billing cycle. Working with staff accountants, I implemented this knowledge to analyze client data, identify discrepancies, and reconcile accounts under tight deadlines. My ability to adapt to client needs and work accurately under pressure make me well qualified for the internship at Deloitte, and I would look forward to further expanding my skillset through close work with audit professionals.

In my work and volunteer roles, I use my leadership and communication skills to create communities in which individuals' diverse strengths contribute to our shared goals. At Irvington, I trained and mentored new servers to maintain consistency of polite and prompt service in the restaurant's dynamic environment. In addition, as a member of the Conversations Partners Program, I encourage cultural exchange. In matching native and nonnative speakers for conversation, and in promoting our events via flyers and Facebook, I help create spaces for cross-cultural communication and the development of language skills on campus. As a member of CPP, as well as volunteer at the Center for Family Life (2014-16), I have strived to empower others in the pursuit of their career goals. I would bring this same drive and expertise to the Audit Intern position at Deloitte.

At the Baruch Accounting Society Networking luncheon, I was impressed by the Deloitte staff's high level of enthusiasm, and the guidance I received from Ms. Small in my one-on-one session helped me to focus my goals. The mentorship possibilities at Deloitte would be invaluable as I prepare for a career in accounting. My resume is attached for your review. I would enjoy the opportunity to further discuss my qualifications in person. You can contact me at Roxane.Wu@baruch.cuny.edu or via phone at (347) 555-1409. Thank you very much for your consideration. I look forward to hearing from you.

Sincerely,

Roxane Wu

### Introduction

Identifies the position of interest

Introduces academic background including degree, major, and college affiliation.

Demonstrates interest in company, and ties this to personal background & motivation

Summarizes why she is a good fit for the position

### Body Paragraphs

Emphasizes what she learned from her experience (usually not found on a résumé)

Describes how skills or accomplishments are transferrable to the new position.

Uses first sentence of body paragraph to emphasize overall skills gained through one or more experiences (sometimes drawing on keywords from job ad).

Creates bridges between seemingly distinct experiences in résumé.

### Conclusion

Reiterates passion for company, citing specific knowledge she gained about it.

Refers to any relevant enclosed materials

Reiterates contact information for clarity

Thanks the reader for taking time to read letter.

Politely requests follow-up or interview within a mutually convenient time frame.

# Roxane Wu

123 ABC St. Apt. 3D, Brooklyn NY • roxane.wu@baruch.cuny.edu  
(347) 555-1409 • www.linkedin.com/in/roxanewu100938

## **EDUCATION**

**Baruch College/CUNY**, Zicklin School of Business, New York, NY  
Bachelor of Business Administration, Accounting  
Expected May 2019  
GPA 3.4/4.00 (Dean's List: Fall 2017)

## **WORK EXPERIENCE**

**Accounts Payable Intern**, Local Bushel, New York, NY May–September 2017

- Identified discrepancies and partial payments to reconcile vendor statements
- Filed vendor invoices in a timely manner
- Worked with the accounting staff to meet monthly deadlines
- Maintained clear communication to ensure excellent customer service

**Server**, Irvington, New York, NY September 2016–Present

- Create positive dining experiences for patrons in a fast-paced environment
- Trained two new servers to ensure quality customer service

**Cashier**, Starbucks, New York, NY June 2015–September 2016

- Provided quick and friendly service to over 200 customers per shift at a high-pressure retail location
- Handled cash register receipts of more than \$1000 daily

## **ACADEMIC PROJECT**

**Financial Analysis II Equity Analysis Project**, Baruch College September–December 2017

- Participated in a group of 5 students to prepare a presentation on the changing landscape of fast food, making recommendation to buy, sell, or hold stock in McDonalds and Shake Shack
- Cooperated to divide all work and to communicate as our individual progress
- Calculated the liquidity ratio, activity ratio, and solvency ratio of the two businesses
- With group members, gave oral presentation and responded to questions in a 5-minute Q&A

## **LEADERSHIP EXPERIENCE**

**Conversation Partners Program**, Member, Baruch College January 2017–Present

- Match native and non-native speakers for conversation practice
- Write text for flyers and social media to promote events and spread awareness on campus

## **ACTIVITIES**

**Girl Up Baruch** (Student Club), Member September 2015–Present

- Assist with events and fundraisers to create awareness about educational inequality's effects on women

**Center for Family Life in Sunset Park**, Volunteer, Brooklyn, NY May 2014–September 2016

- As a computer lab volunteer, assisted individuals with searching the internet and other basic computer skills

## **SKILLS**

- Proficient in Microsoft Office (Excel, Access, PowerPoint, Word)
- Knowledge of social media development (Facebook, LinkedIn)
- Languages: Fluent in Mandarin Chinese