

# Internship Description Sample

Identify key points in the job description to address *in your cover letter*.

## Growthfortune, LLC

GrowthFortune, LLC is a firm committed to personalizing Accounting services to clients.

We are looking for an Accounting Clerk to Support accounting operations by filing documents; reconciling statements; running software programs.

### Accounting Clerk Job Duties:

- Maintains accounting records by making copies; filing documents.
- Reconciles bank statements by comparing statements with general ledger.
- Maintains accounting databases by entering data into computer; processing backups.
- Verifies financial reports by running performance analysis software program.
- Determines value of depreciable assets by running depreciation software program.
- Protects organization's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities.
- Accomplishes accounting and organization mission by completing related results as needed.

### Minimum Skill Requirements:

- Background in finance, banking, or accounting would be a huge plus
- PC proficiency to include Word, Excel, and PowerPoint.
- Ability to multi-task in an environment of urgent and shifting deadlines.
- Must have 2 years or clerical or office experience
- Must have stable working history
- Knowledge of office procedures and equipment – mailing, copying and scanning

### Please send all materials to:

Stanley Ferol  
Owner  
Growth Fortune, LLC.  
1391 Tweet St.  
New York, NY 11845  
Stanley.ferol@growthfortune.com

# Cover Letter Sample

It is OK to use *either of these types of headers for your cover letter*.

(traditional block:)(match your resume:)

December 3, 2015

Stanley Ferol  
Owner  
Growth Fortune, LLC.  
1391 Tweet St.  
New York, NY 11845

Jane Doe  
199 Chambers Street, New York, NY 10007 • (212) 220-1395 • jane.doe@stu.bmcc.cuny.edu

December 3<sup>rd</sup>, 2015

Stanley Ferol  
Owner  
Growth Fortune, LLC.  
1391 Tweet St.  
New York, NY 11845

Dear Mr. Ferol, (or use full name if pronoun is uncertain)

Dear Mr. Ferol, (or use full name if pronoun is uncertain)

It was great meeting you during the Borough of Manhattan Community College Career Fair on November 28<sup>th</sup>. I am very interested in the Growthfortune, LLC Accounting Clerk position advertised on Career Express. As my enclosed resume indicates, I am currently a sophomore at BMCC majoring in Accounting and offer a solid background of experiences in a variety of different fields as well as a strong dedication to my work

At Growth Fortune, I understand that you provide customized CPA Services including tax prep, estate planning, and personal financial planning. I am very excited about this opportunity to combine my skills and passion for Accounting to customize services for Growthfortune, LLC's clients.

As a member of Volunteer Income Tax Assistance Program (VITA), I assisted in reviewing month-end journal entries for completeness and accuracy per company guidelines. I have a passion for working with families in transition; with VITA, I prepare tax returns for individuals in the community with incomes up to \$50,000. Recently, in my Accounting 112 course at BMCC, I created a risk analysis Excel spreadsheet that through the use of various formulas determined values of depreciating assets. I am seeking to build on my experiences and would like to apply my skills at your firm.

I look forward to speaking with you. I can be reached at 646-235-2564 or via email at [Jane.Doe@stu.bmcc.cuny.edu](mailto:Jane.Doe@stu.bmcc.cuny.edu). Thank you for your time. I will follow up with you and look forward to learning more about this opportunity.

Sincerely,

Jane Doe