

INTERNSHIP LETTER OF INQUIRY/PROSPECTING - BUSINESS EMPLOYER

200 State Street, Apt. #3
La Crosse, WI 54601

September 15, 20XX

John C. Dooley
Partner
STR Public Accounting Firm
300 River Street
Minneapolis, MN 53002

Dear Mr. Smith:

I am a University of Wisconsin-La Crosse accountancy student and I am seeking a Spring 20XX internship in public accountancy. During the month of October, I will be interviewing with several firms through the UW-La Crosse Career Services Office. As you are aware, your firm does not visit our campus; however, I would like to be considered for an internship position in your firm.

A copy of my resume is enclosed. Please note my academic achievements, volunteer work with the Volunteer Income Tax Assistance (VITA) Program and leadership experience in the Association of Accountancy Students. Please feel free to contact my references for additional information on my academic performance and career commitment to public accounting.

The accountancy program at UW-La Crosse has received national recognition for the performance of graduates on the CPA exam and has prepared me very well for a career in public accounting. Should you choose to accept me as an intern, I would receive academic credit through the UW-La Crosse Cooperative Education and Internship Program.

I would welcome the opportunity to discuss my qualifications through a personal interview.

Sincerely,

Jane S. Olson

Enclosure