

## SAMPLE E-MAIL TO POTENTIAL EMPLOYER

Dear Mr. Jones:

A friend of mine, and employee of your company, Mike Smith, mentioned to me that you are seeking an accounting intern to fill a part-time position starting this January. I am very interested in learning more about this opportunity since I am currently seeking an opportunity where I can enhance my accounting skills and apply the skills and learning I've attained thus far.

I am currently a senior accounting major at the Walton College of Business and a member of Beta Alpha Psi, the professional accounting association. Mike mentioned that your team is seeking applicants with strong analytical skills, as well as a person who is proficient in Microsoft Office. I have recent experience winning a team competition within one of my business classes where our team led a debate after analyzing an investigation into a publically traded company concerning Sarbabanes-Oxley non-compliance. During this competition, I led the financials research utilizing Microsoft Access and Microsoft PowerPoint. I enjoy applying my strong presentation skills with my research and analytic interests.

I have attached my resume for your consideration, and I am very interested in meeting with you at your earliest convenience. I can be reached on my cell phone at 479.555.5555.

Thank you for your time.

Best regards,

Allison Aronson