

Pistol Pete

Stillwater, Oklahoma
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January 2, 2026

Stephanie Smith
HR Manager
Professional Accounting Firm
1234 Duck Street
Stillwater, OK 74074

Dear Ms. Smith:

I am writing to express my interest in the Accounting Internship position. After speaking with you at the Oklahoma State University's Business Career Fair, I learned that your firm specializes in start-up business assistance. Given my demonstrated commitment to the entrepreneurial community and technology leadership, I know I could excel in the role while reducing reporting times and enhancing cybersecurity.

During my time at OSU, I have complemented my studies with finance and accounting experience through my internship for the City of Stillwater. In that role, I strengthened my knowledge of accounting systems while enhancing my interpersonal skills through collaboration with the Public Works department. Applying my education to practice, I analyzed spending from the prior year, identifying slow points in the expense reporting process and improving technical processes to reduce delays. As a result, department reporting times decreased by 15% from the year prior.

In my position as Treasurer of the Financial Management Association, I partnered with small businesses in the local community, updating the donation process for alumni. Through that role, I developed an entrepreneurship assistance program modeled on a similar initiative in rural Scotland. Local start-up businesses can now access pro-bono accounting assistance from students practicing under the supervision of a professor. This experience gave me a strong foundation in accounting principles that prepares me for a wide range of internship responsibilities, such as building positive client relationships and a strong attention to detail.

Thank you for taking the time to review my application. As interview opportunities arise, I welcome phone calls at the number included above. I look forward to further discussing the position, and plan on speaking with you at next week's Business Brews.

Sincerely,

Pistol Pete

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