Kent Accounting

2107 Birchwood Drive

Boulder, CO 12345

January 20, 2015

Hiring Manager

MarkWest Energy Partners, L.P.

1515 Arapahoe Street Tower 1, Suite 1600

Denver, CO 80202

Dear Hiring Manager:

I am a junior at the University of Colorado majoring in both Accounting and Finance, with the goal of obtaining a Master’s in Accounting. I am interested in the MarkWest accounting internship because I have always been fascinated and excited about the energy industry and its continuing evolution. The MarkWest accounting internship will give me the knowledge, experience, and tools to build a strong foundation in my career.

In the Leeds School of Business, I have taken numerous classes that have prepared me for this internship. I am currently enrolled in an accelerated corporate financial reporting course, combining two semesters into one. This workload proves that I am willing to work and can accept challenges. In addition to being diligent, I have also successfully completed an accounting project called *Glorious Gardens*. This project comprised 30% of my grade and involved recording journal entries, closing the books and producing financial statements. My results were completely accurate, highlighting my attention to detail and accounting abilities. To complement my coursework, I have numerous experiences that will add to my value as an intern. I am experienced in basic bookkeeping and inventory control with my time at the Dusty Boot Steak House. I have also assisted in building and maintaining a business website and analyzed data using Excel. Additionally, through both playing collegiate football at McAllister College and coaching at East High School, I know not only how to follow a coach’s lead, but I also know how to lead others to success. MarkWest needs an individual like me who is responsible, can take direction, is analytical and has the ability to lead others with confidence.

This internship will allow me to further my understanding of the energy industry and to build a solid foundation for my career. Through the MarkWest internship I desire to hone my accounting skills, to learn all that I can, and to make a positive contribution to your team. Thank you for your time and consideration; I can be contacted via phone 123-456-9087 or via email at [kent.accounting@colorado.edu](mailto:kent.accounting@colorado.edu)

Sincerely,

Kent Accounting