

Cover Letter for Bank Internship

Date,

Company details,

Dear Mr. XYZ,

I am writing to express a keen interest in a summer internship with your Bank which was advertised on your website two days ago.

I am presently enrolled in the Bachelor of Business Administration program. My courses in accounting and finance have made me good with the balance sheets, financial analysis, cash flow analysis and financial modeling. I enjoy working in a team environment, completing assigned tasks.

My exceptional computer skills; Microsoft Word, Excel, and banking applications, would be a considerable benefit for your bank. I will be in touch with you. You can arrange an interview at your convenience. Please feel free to contact me anytime.

Thank you for your time and consideration.

Sincerely,

ABC

