

## Stephanie Snellman

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February 15, 2015

Hiring Manager  
Nautilus  
17750 SE 6th Way  
Vancouver, WA 98683

Dear Hiring Manager:

I am applying for the position of **Accounting Internship** which I recently saw advertised on your website. Nautilus is a company that is known for its commitment to quality and fitness; two qualities that are very important to me.

I will complete my Associate of Arts Accounting Degree at Clark College in June. I would like to do an internship during spring quarter (April-June); I am looking forward to putting my education into practice. I was on the President's List (top honor students) for each quarter I attended college. This degree along with my experience has prepared me well for the position you are seeking to fill.

My experience and qualifications include:

- Over two years general accounting experience (part-time)
- Three years of experience using computerized accounting systems including QuickBooks
- Expertise in understanding accounting principles
- Advanced proficiency in all Microsoft Office software
- 10 key by touch (10,100 KPH)

Thank you for your consideration. I hope to talk with you further about what I can bring to your organization. I can be reached at 360.999.1148.

Sincerely,

*Stephanie Snellman*

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