Stacy Sanders

Address

City, State Zip Code

August 25, 20XX

KPMG

1801 K Street NW #12000

Washington, D.C. 20036

To whom it may concern:

My name is Stacy Sanders and I am writing you to express my interest in the Audit Associate position at KPMG, located in Washington, D.C. I am currently a senior at West Virginia University, graduating in May 20XX with a Bachelor of Science in Business Administration. My major in accounting and past internship experience helped me discover my desire to pursue a career in audit accounting and I am eager to apply to do so at KPMG.

As shown in my resume, I recently completed an internship with Ernst & Young, LLP as an Assurance Intern. Within this role, I worked alongside junior accountants and management to identify financial risk and process improvement procedures for clients. Through my experiences, I developed teamwork skills as well as strong communication and interpersonal skills, working with management and interfacing with clients. In addition to my internship experience and my coursework, I also serve as the Vice President for the WVU Chapter of Beta Alpha Psi. This position has required strong professionalism and communication skills, as I frequently contact various employers about campus visits and conducting workshops with our students.

As part of my undergraduate education, I was able to attend a job shadow trip to the KPMG office in Washington, D.C. This visit allowed me to learn about KPMG’s company culture and what the day-to-day activities look like for an audit associate. From this visit, I left passionate about working for a company where employees encourage one another to improve and advance in their career as well as a company that values giving back to the community.

My internship and coursework have developed a passion in me for audit accounting. These experiences, along with my on-campus involvement, have developed a strong work ethic that would make me an asset to KPMG. Should you have any questions, please feel free to reach out at any time, either by phone at (304) XXX-XXXX or by email at professional.email@mail.wvu.edu. I look forward to the opportunity to speak with you soon.

Sincerely,

Stacy Sanders

Your Name

**AUDIT ASSOCIATE, FEDERAL AUDIT**

**Requisition #:** 49548

**Practice Area:** Audit

**Location:** Washington, DC

Known for being a great place to work and build a career, KPMG provides audit, tax and advisory services for organizations in today's most important industries. Our growth is driven by delivering real results for our clients. It's also enabled by our culture, which encourages individual development, embraces an inclusive environment, rewards innovative excellence and supports our communities. With qualities like those, it's no wonder we're consistently ranked among the best companies to work for by Fortune Magazine, Consulting Magazine, Working Mother Magazine, Diversity Inc. and others. If you're as passionate about your future as we are, join our team.

KPMG is currently seeking an Audit Associate to join our [Federal Audit](https://audit.kpmg.us/) practice.

Responsibilities:

* Review and evaluate financial risk, financial reporting and accounting transactions processes including controls related to federal entities
* Examine and evaluate complex federal financial statements
* Detect and communicate accounting and auditing matters to senior associates, managers and partners
* Identify performance improvement opportunities
* Understand and utilize KPMG's Audit Methodology

Qualifications:

* Minimum of one plus years of experience in auditing and/or accounting/financial advisory services
* Bachelor's degree from an accredited college/university
* CPA eligible in their home office state and must meet minimum educational requirements for CPA licensure
* Applied working knowledge of U.S. Generally Accepted Accounting Principles (GAAP) and accounting procedures
* U.S. citizenship is required with the ability to obtain a U.S. security clearance
* Ability and willingness to travel

KPMG LLP (the U.S. member firm of KPMG International) offers a comprehensive compensation and benefits package. KPMG is an affirmative action-equal opportunity employer. KPMG complies with all applicable federal, state and local laws regarding recruitment and hiring. All qualified applicants are considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other category protected by applicable federal, state or local laws. The [attached link](https://assets.kpmg.com/content/dam/kpmg/us/pdf/2018/09/eeo.pdf) contains further information regarding the firm's compliance with federal, state and local recruitment and hiring laws. No phone calls or agencies please.