# SAM JONES

123 Sunshine Drive, Parkdale, Victoria 3333

Phone: 0433 333 333, Email: [SamJones@gmail.com](mailto:SamJones@gmail.com)

Hiring Manager

Accounting Plus Pty Ltd

123 Penny Lane, Vic, 3999

12th March 2022

Dear Hiring Manager,

**Re: Application for the Summer Vacation Program**

I am currently a penultimate year student studying a Bachelor of Business (Accounting) at RMIT University. I am excited to apply for the XX Summer Vacation Program as I am hoping to launch my long-term career in professional services, specifically in the Tax industry.

During university, I had the opportunity to work as a team member at my local Red Rooster outlet. Across the 1.5 years, I worked as part of a team and served customers, ensuring my service was always positive and helpful. I hope to apply my positive customer service to your clients. In the tax department, I understand much of the work is with high net worth individuals and small to medium companies. I am hoping to gain much experience working with clients, understanding their business and assessing their tax needs.

At RMIT University, I am also a part of the Future Edge program. Here, I participate in various volunteer, development and work experience programs to achieve formal recognition by the university. Currently, I mentor new students and am committed to attending development workshops fortnightly. I love to improve and have already learnt the value of networking and communication and am looking forward to more professional development in the new semester.

I’m motivated, energetic and positive. I’m excited by the work you do with government sectors as well as your dedication with CSR activities with the Red Cross. I hope to also get involved and have the opportunity to add value to the team at Accounting Plus.

Thank-you for your kind consideration.

Yours sincerely,

Sam Jones