Kyle Butler

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September 9, 2024

Ms. Angela NaDell Green Stone Farm Credit Services 3515 West Rd.

East Lansing, MI 48823 Dear Ms. NaDell,

I am writing to express my interest in the Tax & Accounting Internship at Greenstone Farm Credit Service posted on Indeed. After learning about your company from your informational website, I knew I would put my accounting, taxes and customer service skills to use to help your customers do their taxes.

To prepare for embarking on this internship I have done many academic classes to illustrate the fundamentals of the Tax and Accounting internship. These classes include Careers in Accounting, which helped me develop the idea that I want to pursue tax as a professional career. Also, Applying Business Fundamentals guided me what fundamentals go into a business to help it grow and be stainable. Finally, Organizational Behavior taught me how to act professionally not just towards our fellow employees, but to our customers as well.

Furthermore, to prepare for not just the tax and accounting side of this internship, but also the customer services side. This is by joining unique academic organizations. Also, having the main objective of work experience being customer service. Through my membership on the Campus Activities Board, I have helped organize many different events and try to improve students’ enjoyment at these events. Also, through my work experience, one of my main tasks was to organize many customers personal events at the golf course.

When I visited your website, I admired your visions, values, and commitments. Reading your website, I found that your company culture is very progressive and welcoming to the customer. From your Bill of Rights slogan, you treat your customers honestly, personalize their service, and give confidential treatment to them. As an accounting student at Western Michigan, I am very passionate about working as an accountant and working to exceed customers' expectations. Also, throughout the academic organization that I am a part of I spent most of my time in customer engagement, treating fellow employees and customers fairly, and exceeding customer expectations.

My accounting skills make me a perfect candidate for the Tax & Accounting Internship. If you would like to schedule an interview to illustrate why I am an excellent candidate for this internship, please contact me at kyle.butler@WMICH.EDU, message me on LinkedIn, or by phone at (708)-308-6828. Thank you for taking the time to review my cover letter.

Sincerely,

Kyle Butler