






MILA ALLEN

FINANCIAL SERVICES INTERN: AR, AUDIT & PROCESS OPTIMIZATION

Contact

-  **Address**
1234 Maple Street, Springfield, IL
62701
-  **Phone**
(217) 555-0123
-  **Email**
mila.allen@example.com
-  **LinkedIn**
linkedin.com/in/milaallen
-  **Website**
milaallen.com

JUNE 11, 2026

Recruiting Manager
Future Finance Group
Chicago, IL

Dear Recruiting Manager,

I am excited to present my application for the Financial Services Intern position at Future Finance Group, as the responsibilities and opportunities within this role connect to both my academic pursuits and my evolving interests in finance and operations.

This role captivates me, particularly because I thrive when working with financial data, despite occasional moments of uncertainty. In my prior internship, I collaborated with a dynamic team at Tech Innovations LLC, where I facilitated processes that reduced discrepancies and boosted cash flow. Enhancing the workflow proved both challenging and rewarding.

At Future Financial Solutions, my current role as Financial Analyst sharpened my analytical skills while navigating countless reports and presentations. Here, clear communication and teamwork took center stage, allowing me to contribute confidently to larger projects and objectives.

My education at the University of Illinois has fortified my passion for business administration. Graduating this year enlivens my pursuit of growth opportunities, where I can actively contribute while expanding my practical experience. I'm eager to hear more about your team's goals.

Thank you for considering my application.

Sincerely,

Mila Allen

Mila Allen