

Cover Letter

Aina Oluwaseun Ruth
Ojo, Lagos State, Nigeria
ruthaina2020@gmail.com | 08138210493 | linkedin.com/in/ainaoluwaseunruth25

19th August 2026

Dear Hiring Manager,

I am writing to express my interest in the Account Intern position at your Company. I recently graduated with a B.Sc. in Business Administration from Prince Abubakar Audu University and I am eager to begin my career in accounting with a company that values accuracy and growth.

During my time at Al-Barkah Montessori Standard School, I gained hands-on experience supporting administrative and financial tasks. I maintained student and staff records, tracked fee payments, prepared invoices and receipts, and assisted with daily reconciliation using Microsoft Excel. This role strengthened my attention to detail, organizational skills, and ability to handle confidential financial information responsibly.

I am proficient in MS Excel, Google Sheets, and data entry. I enjoy working with numbers, ensuring records are accurate, and supporting teams to meet deadlines. I understand that an Account Intern role requires reliability, confidentiality, and strong documentation skills — all of which I bring to the table.

I am excited about the opportunity to learn from the finance team at your company and contribute by supporting bookkeeping, record management, and reporting tasks.

Thank you for considering my application. I look forward to the opportunity to discuss how I can add value to your accounting department.

Sincerely,
Aina Oluwaseun Ruth

CV

AINA OLUWASEUN RUTH
Ojo, Lagos State, Nigeria | ruthaina2020@gmail.com | 08138210493 |
linkedin.com/in/ainaoluwaseunruth25

PROFESSIONAL SUMMARY

Business Administration graduate with experience in admin support, record management, data entry, and financial documentation. Detail-oriented and proficient in Microsoft Excel and Google Sheets. Seeking an Account Intern role to support financial operations, maintain accurate records, and grow with [Company Name].

EDUCATION

B.Sc. Business Administration

Prince Abubakar Audu University | 2024

Relevant Coursework: Financial Accounting, Business Mathematics, Corporate Finance, Business Statistics

WORK EXPERIENCE

Admin & Customer Service Support

Al-Barkah Montessori Standard School | Ibadan, Oyo State | 2025 - 2026

- Maintained organized student and staff records, fee payment logs, and financial documentation with high accuracy
- Assisted with data entry, invoice preparation, receipt issuance, and daily reconciliation of payments using MS Excel
- Supported admin team in tracking outstanding fees and communicating professionally with parents regarding payments
- Managed front desk operations and ensured proper filing of financial and administrative documents

SKILLS

- Accounting: Basic Bookkeeping, Invoicing, Reconciliation, Record Keeping
- Microsoft Excel: Formulas, VLOOKUP, Pivot Tables, Data Analysis
- Google Workspace: Sheets, Docs, Gmail
- Financial Documentation & Filing
- Attention to Detail & Numerical Accuracy
- Time Management & Multitasking
- Professional Communication

ADDITIONAL INFORMATION

- Software: Microsoft Office Suite, Google Workspace, Basic QuickBooks
- Remote Work Setup: Laptop, Stable internet, Quiet workspace
- Availability: Full-time, Flexible