

FirstName LastName

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November 21, 2021

Francis Cortez
Human Resource Manager
ABC Company
P.O. Box 5555
Seattle, WA 98101

Dear Francis Cortez:

During the University of Washington Bothell's Fall Career Fair, I met your recruiter, Jaylen Williams, and was informed about the User-Interface Developer internship with ABC Company. I was impressed with the teamwork structure of your developer staff. My work experience and Bachelor's degree in Interactive Media & Design have prepared me with the collaborative and technical skills essential to this position.

As Vice President of the campus IEEE student group I collaborate closely with other board and student members to create a dynamic learning environment. In April, I initiated a local mentor mixer. Our group invited professional computer scientists to interact with students and help mentor and guide them in their academic and professional planning. The feedback we received from both professionals and students was overwhelmingly positive and resulted in several on-going mentor-mentee relationships.

In addition to strong leadership and collaboration skills, I bring solid programming and UI Development project work. In my UI/UX class I created an online shopping program that allowed users to interact with the product line with the goal of increasing click thru and sales for a fictional gardening retailer. I used HTML5, CSS3/SASS/LESS (including transitions), and Responsive design (Desktop, Tablet, and Mobile in that order) to create the site and provided documentation, desk check, and bug fixes. My skill set also includes strong CSS grid framework (Bootstrap), Web browser backward compatibility, and Angular JS proficiency.

I look forward to discussing this opportunity with you further. I will contact you in two weeks to see if you need any additional information to consider me for this internship position. Thank you for your time and consideration.

Sincerely,

Signature

FirstName LastName