

Mr John Doe
The Company
Anothertown
Anothercity
12345

Dear Mr Doe

I am a Junior majoring in Computer Science at University. I recently met with Mr Jones, a Control Designer in your organisation. He recommended that I bring this resume to your attention. I would appreciate if you accepted this letter and the aforementioned resume as an application for an Intern position on your design team.

Over the past few semesters, I have taken several classes that have broadened my background in digital design. These courses familiarized me with the techniques used to abstract and organize complex computational devices and behaviourally simulate their models. In addition, I gained experience in low-level circuit simulation techniques.

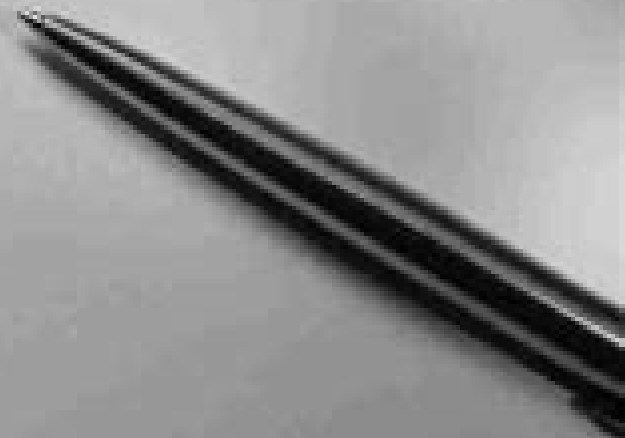
My last internship at Computer Corporation provided me with an opportunity to make a significant contribution to a large, dynamic project. While on the development team, I learned to coordinate my individual efforts with the other highly motivated people around me. I developed strong organizational and team oriented skills. I am confident that these abilities would serve me well on your design team.

As stated earlier, I am very interested in integrated circuits and feel that I could contribute to the efforts of your design team. I would appreciate the opportunity to discuss my qualifications and your summer employment opportunities in more detail. I can be contacted at 555-246-1234. I look forward to hearing from you.

Thank you.

Sincerely,

Ann Anderson



Perfect Letter

Léo Pomar



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