Charlie Chbosky

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📇 *https://www.linkedin.com/in/charliewf/*

\<hiring manager, full name and title\>   October 5, 2020
\<hiring manager position\>
\<department\>
\<companyName\>
\<address\>, \<suburb\>, \<state\> \<postcode\>

Dear \<hiring manager name\>,

I am writing to express my interest in —. I am available to commence —.

I am studying — (with a dual major in Electrical and Biomedical Engineering) at the University of —, and I expect to graduate in 2125. My GPA is —.

I am applying for an internship at — because —. I have previously worked —. I am particularly interested in —. I believe the experience I can gain at — is unlike any other and will provide me with knowledge and understanding I cannot gain anywhere else.

Thank you for taking the time to read my application. I have enclosed my Resume and latest academic transcript, and I am happy to provide any further information upon request.

Yours faithfully,

Charlie Chbosky

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Projects

Aug'20–Present **Name of project**.
Supervisor: supervisor name
Description: description.

Technical Skills

Programming Languages
Python, C, C++, Bash, MATLAB, Mathematica, Assembly, Java, R, Javascript, Go, HTML, Swift, PHP

Operating Systems
Mac, Linux, Windows

Skills
LATEX, Git, PCB Design, Programming, ...

Education

1829–1834 **Nth Year, Bachelor of —- (Honours), Majoring in —— .**
University of ——, GPA -.–

Areas of Study: Single and Multivariate Calculus; Circuit Analysis; Programming; PCB Design

2000–2005 **Senior Secondary Certificate of Education**.
—— School
OP -; ATAR –.–

Experience

Oct'23–Jun'25 **job title**.
description.

Certificates and Awards

1912/13 Semester 1 **award title**.
institute

References

Assoc. Professor Jimmy Recard
title.
department/institute
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