

## Cover Letter and Resume Assignment – Final

Lance Li

10/16/2022

UID 90653176

<https://uci.joinhandshake.com/stu/jobs/6905706?ref=preview-header-click>

# Lance Li

3801 Parkview Ln, Apt 19A, Irvine, California 92612 | (415)519-1480 | lancekl@uci.edu

**October 3<sup>rd</sup>, 2022**

Kylie Valencia  
Amazon  
410 Terry Avenue  
North Seattle, WA 98109

**Dear Kylie:**

I am contacting you to express my interest in becoming a part of Amazon as a Software Engineer intern. The position listed on Handshake provided much information that sparked my interest. I've always enjoyed working with skilled individuals, and Amazon is known to have one of the best workforces in the industry.

I am an excellent fit for this position as I have the academic experience for both the basic qualifications and preferred qualifications, such as skills in C++, algorithmic analysis, and SQL. I've practiced these skills in academic projects through my study at UCI, and I am excited to implement them in an actual work environment.

These are not the only qualities I bring to the table. As a business administration major, I have developed leadership skills that make me a self-accountable person. With this work ethic, I have achieved a top-notch GPA in my study. I believe your teams would appreciate a responsible intern who brings positive energy to the workplace.

I hope to have a face-to-face interview since that's where my characteristic shines the most. I am available any time and am comfortable with any surroundings. Please feel free to contact me through email for an immediate reply.

Thank you for your time and consideration.

**Sincerely,**



# Lance Li

Software Engineer Intern

✉ lancekl@uci.edu  
☎ (415) 519-1480  
📍 3801 Parkview Ln, Apt 19A, Irvine  
California, 92612

## EDUCATION

### UNIVERSITY OF CALIFORNIA-IRVINE

**GPA: 3.9**

*Irvine, CA*

*Bachelor of Science (B.S.) Computer Science  
(Expected graduation Jun 2024)*

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**GPA: 3.9**

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*Bachelor of Arts (B.A.) Business  
Administration (Expected graduation Jun  
2024)*

## PROFESSIONAL SKILLS

*Computer Science*

**Java, JavaScript, Python, C++, SQL**

*Business*

**Team Role/Management, Negotiation**

## ADDITIONAL SKILLS

Basic skills in office tools (docs, words,  
excel...)

Native Speaker in Mandarin

Native Speaker in Cantonese

## CAREER OBJECTIVE

Adaptable Computer Science major (3.9 GPA) currently attending University of California-Irvine, with 3.5+ years of work/volunteering experience. Aiming to leverage a proven knowledge of application development, IT strategy, and programming skills to successfully fill the Software Engineer Intern role at your company. Frequently praised as insightful by my peers, I can be relied upon to help your company achieve its goals.

## EXPERIENCE

### BARISTA

*Project Juice/Earth Bar, San Francisco, CA / Nov 2019 - Mar 2020*

- Welcomed customers and answered questions regarding menu items and preparation methods
- Followed operating instructions and troubleshoot breakdowns, keeping equipment operational.
- Maintained store operation with a fellow barista on the weekends, while attracting over \$200 of tips consistently every weekend.

### VOLUNTEER/INTERN

*Donaldina Cameron House, San Francisco, CA / Jun 2016 - Aug 2019*

- Maintained and updated calendar of meetings and events
- Organized activities and back-up plan to ensure 10 weeks of smooth operations
- Instructed 6 new volunteers regarding program policies and duties every summer.
- Connected with a younger audience and saw a 85% return of students previously under my care.

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Software Engineer Intern

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ICS 33 Intermediate Programming (Python)  
ICS 51 Introductory Computer Organization  
(Assembly Language, MIPS)  
ICS 45C Programing in C/C++  
IN4MATX Introductory Software Engineering  
AP

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AP Computer Science Principle (Java Script)

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MGMT 125

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MGMT 101 Management Science

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