

Dear Hiring Manager,

It is with great interest that I submit my resume for the Web Development position at TAG Collective. I am currently enrolled in the Managerial Economics major and Information Technology minor at the University of Massachusetts, Amherst and am expecting to graduate by May 2023. I am interested in this position because Web Development is an important part of the Web Development is a key function of a company in that it is one of the sole points of communicate between the user and the company..

In regards to my ability to meet the specific requirements of this job, I have worked in various positions where I have been able to gain experience that makes me well suited to interacting with people and dealing with high pressure environments. During my time working in restaurants, I learned how to handle difficult situations face to face and develop interpersonal skills to better serve customers. At MassCOSH, Massachusetts Coalition for Occupational Safety and Health, I was a team leader to facilitate communication between coworkers and other organizations as well as plan and execute various workshops. At this job, I also engaged in administrative work such as coordinating over emails and phones with other organizations to set up events and fundraisers.

Besides these jobs, I have worked with computers on many occasions, including assembling computers, setting them up with operating systems and have worked with the terminal. I have a strong background in Microsoft Office and Google Apps, and am comfortable with Python, JavaScript and RStudio.

My experience working with customers and computers makes me qualified and a useful candidate for your Web Development position. I would be a great fit for this role and would appreciate the opportunity to meet with you for an interview if you would consider me. I have also enclosed my resume with this letter. Thank you for your time and consideration of my application, and I am looking forward to hearing back from you.

Sincerely,

Minh Tran