TEO YONG RAY

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</> https://portfolio-368.web.app/

COVER LETTER

2 Aug 2025

Dear GovTech HR,

I am writing to express my interest for the GovTech Internship Program from January to May/June 2026. I am interested in this GovTech internship, specifically as a Business Analyst/Product Manager as I am passionate about stakeholder engagement and user-centric design even outside of app building. I believe my varied technical experience is a major benefit to me in such a role, as I can understand what different stakeholders' considerations are, and to enable effective communication (e.g. data visualization). I am seeking more hands-on experiences for projects that make a difference in society, thus my keen interest in GovTech. I am also open to roles in Software Engineering and Data if necessary, and believe I am well-equipped for those roles as well.

In my resume I listed a few projects I've worked on that emphasise how I put my technical exprinces to use. Furthermore, my portfolio website on the left-hand side of this cover letter also details these projects further. For example, I've made a mobile app called Cafetologue where I learned how to make an end-to-end user-centric product. This includes features that cater to users' needs, proper mobile UX design to simplify learning curve for new users, and even GenAI implementation to reduce user input. Additionally, I've also done a full data analysis on SMU SCIS students, including a customer journey analysis and data visualization. I subsequently made recommendations based on the gaps identified.

Outside of that, I've had my fair share of user research and stakeholder engagement experience through my HDB PEG Automation project, which allowed me to talk directly to users to discover pain points and requirements to tweak the user flow such as allowing them to stop a process at any time and make manual changes before continuing with the automation. I also communicated with upper management to align with big-picture goals and present progress updates. From this, I believe I have gained sufficient experience to be able to get going on any roles quickly, and I am confident I can adapt and learn whatever else is necessary.

As mentioned, I would highly recommend checking out my portfolio website linked on the left to further explore my projects (View on desktop for the best experience).

Thank you for your time, I look forward to hearing back from you!

Sincerely,

Teo Yong Ray