**Jeetpal Singh**

+1(204)887-6797 | [singhjeetpal001@gmail.com](mailto:singhjeetpal001@gmail.com)

<https://www.linkedin.com/in/jeetpal-singh-8630a61aa/>

Dear HR,

I am writing to you to express my interest in the summer internship position. I am an ACS student and I have completed 60 credit hours with a current **CGPA** of **4.033**. I am also the **president** of UWACSSA ( University of Winnipeg Applied Computer Science Student Association ), a **tutor** for the Computer Science department at the university, a marker for first-year computer science courses at the university, and a volunteer **web developer** at UWIMPACT ( student association ).

Regarding requirements, I have completed almost all of the Computer Science courses with A grades. To get good grades, I have briefly studied the assessment criteria of all the courses. Not only do I have good clarity and understanding of all the concepts discussed in these courses but also, I have implemented them in my real life. For example, as a web developer at UWIMPACT, we make and maintain websites for various student associations of our campus. In which, we use **HTML, CSS, JavaScript, GitHub, Node.js, React, MySQL**, **PostgreSQL, API development/documentation** and many other modern technologies or frameworks. In this process, we work in teams, which helps us to learn from each other’s feedback. In our projects, senior or more experienced students ( like me ) also provide consultation to the first-year ACS students while creating a friendly and learning environment. Moreover, I have excellent oral and written communication skills which help me to easily interact with students and to provide them effective and constructive feedback. For example, as the President of UWACSSA, we conduct various group meetings and events. I take care of all the writing duties ( announcements, meeting notes, official Emails, and progress reports ). I also host some of our events ( like seminars, presentations, game or entertainment nights, or code competitions ) and group meetings which have helped me to improve my oral communication skills drastically. I have been part of various fantastic projects( for more details, please refer to my resume ). Apart from that, I have some very useful time management skills which help me to always meet deadlines. I have improved my time management skills so that I can get more work done in less time, as a result, I am easily able to manage my academic and extracurricular activities. Regarding communication skills, I have more than two years of customer service experience at 7-Eleven ( which is best known for excellent customer service ). This job helped me significantly improve my communication and interpersonal skills.

As a skilled third-year student with good academic performance and useful skills, I am confident I will prove an asset to the company. I would like to request a meeting to discuss how I can help meet your goals. I am available at your convenience and hope to hear from you soon.

Thank you for your consideration and time.

Sincerely,  
Jeetpal Singh