**Jingxuan Wang**

West Lafayette, IN 47906 • 765-337-0606 • wang2419@purdue.edu • jingxuanwang.website

Date

Name

Title

Company

Address

City, State ZIP

Dear Mr. or Ms. (Contact’s Last Name): or Dear Hiring Manager:

I am writing to introduce myself and express my genuine interest in the (**Position Title**) position with (Company Name). With my wide-ranging technical skills, superior capacity to tackle time-sensitive projects, and proven ability to deliver best-in-class customer service, I am confident that I will exceed your expectations from my first day on the job.

Having recently obtained a Bachelor of Science degree in computer graphic technology, animation, and building information model, I have refined my strengths in project management, technical troubleshooting, and problem resolution. Please review my enclosed profile for a summary of the strengths and achievements that I can bring to your organization. Some highlights include…

* Successfully interning with Sunny Technology, providing support in drawings and renderings of residential and commercial buildings.
* Leading team of animation project designers for Ninja “Ryu” project. Managed creative efforts including storyboarding and designing of characters.

It would be a pleasure to learn more about your needs at (Company Name), and I would welcome the chance to provide further insight into my talents, attributes, and track record of success. Thank you for considering my candidacy for this position; I hope to hear from you soon to schedule an interview.

Sincerely,

Jingxuan Wang

*Enclosure*