9/26/17

Mr. Kevin Andrade

904 Pratt Drive

Vestal, NY 13850

Bloomberg

731 Lexington Ave,

New York, NY 10022

Dear Hiring Manager,

I am very interested in being considered as an intern for your Software engineering opportunity as posted on Binghamton University’s handshake system. Bloomberg started in the 1980’s, and has then become a vital tool in the world of finance. My leadership and programing skills will contribute to the continued success of Bloomberg.

My professional and technical experience would make me a strong asset to Bloomberg. Working at BestBuy as a sales associate, I effectively communicated with my mentors and coworkers; as a team, we broke many previous sale records. My Bilingual fluency aided the success of the store by targeting a wider audience. For 5 years, I played another important role, at my local restaurant. Through leadership, organization, and cooperation I was a successful cashier manager. The training I provided to the cashiers, increased the number of customers, increasing profit.

In addition to my work experiences, I also have a deep understanding of data structures and algorithms. Regularly, I code in C, C++, and Java. Spending many hours on programs enabled me to become an excellent problem solver. On a typical day, I program with different types of trees, linked lists, and use many algorithms. One of my projects was to create a binary maze, and through it using a linked list and the stack; I would write efficient looping algorithms to ensure the optimal path to the exit. I have become an efficient programmer, learning different types of data structures and algorithms throughout my undergraduate degree. Currently, I am working towards a BS in Computer Science. I would be a great fit for your company with my problem-solving skills, computer knowledge skills, and collaborative skills.

I would be grateful to be considered for your Software engineering internship. The ability to further improve the financial industry with your company excites me and I know I will put my skills to good use. I would be happy to provide additional information on my application letter in a personal interview; I look forward to speaking with you.

Sincerely,

(signature)

Kevin Andrade

**First Paragraph:** Indicate the reason for your letter and the position or field of work in which you are interested. If you are applying for a specific opening, state how you learned of the position (i.e. website, hireBING, referral).

**Third Paragraph:** Why do you want them? What is it that you’ve connected with that makes them an attractive organization?

**Second Paragraph:** Why should they want you? Sell your qualifications for this position and this position only. Rather than repeating verbatim you’re your resume, explain how your academic background, skills and interests, work experience, and/or activities will contribute to their success. Refer to prior achievements in these areas. Communicate your enthusiasm for this type of work and that employer; show why you are interested in this particular employer by illustrating more than superficial knowledge of the organization.

**Final Paragraph**: Courteously indicate your interest in an interview. State if you will be in the area on a certain date and would like to schedule an interview if convenient. Offer to provide any other needed information to support your candidacy. Express appreciation for the employer’s consideration.

Dear Ms. Smith: I am very interested in being considered for your Sales/Marketing Consultant opportunity as posted on Binghamton University’s hireBING system. Citadel Broadcasting’s rank as third largest radio group in the United States is very impressive. My prior achievements demonstrate I have the skills to contribute to Citadel’s continued success by meeting its clients’ advertising needs through use of audio ads, podcasting, online contests and mobile marketing.

For the past two years I have played a critical role on the Relay for Life sponsorship committee. In this role, I successfully solicited local businesses to educate them about the event and our cause and secured over $2000 in donations. In addition, when marketing the programs I coordinated as a resident assistant, I quickly realized that a multifaceted effort was most effective and therefore combined strategies of social media, networking, and paper collateral to achieve results. These efforts led to an average student attendance 26% higher than any other resident assistant’s average program attendance. I look forward to applying these same tactics and more to help Citadel achieve its marketing and advertising goals.

I would appreciate the opportunity to discuss my qualifications with you. Thank you for your time and consideration. I look forward to speaking with you. Sincerely, (signature here) Lisa Watson