



4567 Main Street  
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(718) 555-0100  
markovicma@gmail.com  
Linkedin.com/marko-mar

# Maja Vujović

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Ivana Grujić  
Teaching Assistant  
VanArsdel, Ltd.  
123 Elm Avenue  
City, State 98052

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With respect,

I am delighted to support the application of Maja Vujović for the Coing 2022 Great Minds Internship. I met Maja during her third year of studies in the summer semester of the 2019/2020 school year. She was my student in the course Oral and Written Communication Skills in Technical Disciplines. My students had to master “soft” skills for efficient and successful professional communication by working in a team. They also had to acquire the necessary skills for academic writing, research presentation, and reference scientific literature. Maja demonstrated the ability to write impressive scientific reports and engage in presentations. She completed all the given tasks within strictly set deadlines. I also had the pleasure of teaching Maja in her fourth year of studies. In the first semester of the fourth year, she attended a course in Soft Computing. The course curriculum consisted of the theoretical foundations of image and sound processing and machine learning. Students had to demonstrate their gained knowledge on a practical problem of their choice in the final project. Maja chose to work on a complex project in a team of three members. They completed the tasks of recognizing genres and emotions in music tracks by using sound preprocessing techniques and defining a neural network architecture. Maja showed that she cooperates very well with other team members and takes the leadership role when necessary. During the winter semester of the 2020/2021 school year, Maja attended the course in Machine Learning. The students had to master the concepts and techniques of machine learning through a series of graded practical tasks, which had to be solved in a limited amount of time. The tasks included the fundamental problems of machine learning: regression, classification, clustering, dimensionality reduction. Maja quickly applied the acquired theoretical knowledge and was consistent in solving each given problem. She researched additional literature and used complex machine learning algorithms, which brought excellent results on each given task.

Sincerely,

**Ivana Grujić**



4567 Main Street  
City, State 98052  
(718) 555-0100  
yuuritanaka@example.com  
linkedin.com/in/yuuritanaka

# Yuuri Tanaka

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Adrian King  
Hiring Manager  
VanArsdel, Ltd.  
123 Elm Avenue  
City, State 98052

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Dear Adrian King,

Start with a statement about why you are excited about the job you are seeking. Enthusiasm is key, and your personal connection to the role is much more important than flashy words and exclamation marks. Keep it brief and easy to read quickly.

If you feel a second paragraph is needed, touch on areas of the role that interest you. State your desire to learn more, suggest a follow up call or email. Be clear about your respect for busy schedules.

(Here's a tip: be sure to try Word Editor for suggestions on how to make this cover letter the best it can be.)

Sincerely,

Yuuri Tanaka



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Yuuri Tanaka

