

Jessica Nguyen
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Department of Air Force

RE: Student Trainee-Computer Science

Dear Hiring Manager,

I recently came across your job listing for the Student Trainee-Computer Science with the Department of Air Force. With my interest in Management Information Systems, I believe that my creative skills set fits well in your requirements listed. I am sure that my hard-working efforts and willingness to learn will make me a valuable candidate for the Student Trainee category listed.

Through this internship, I hope to be more exposed to different type of work environments, in order to challenge my abilities. I am ecstatic to take on any challenge and embrace new changes in my direction. I have experienced first-hand customer service relations and mainly worked under pressure while providing quick, efficient results in my past part-time job. For example, I greeted customers who came while accepting phone calls to book appointments for the nail technicians. After booking the appointments, I make sure all customers are situated and comfortable before their service. While working part-time and fulfilling leadership roles as a full-time student, I have gained a few skills that I believe will make me an exceptional attribution to your team. My skills include:

- Bilingualism in Vietnamese and English
- Ability to stay organized and problem solve
- Ability to be a team-player

I wish to learn and understand valuable information from this internship. I am truly thrilled and greatly appreciative of this huge internship opportunity with the Department of Air Force at Tinker Air Force Base.

Please contact me if you have any further questions or concerns regarding my application or resume. Thank you in advance for your time and consideration. I look forward to hearing your decision soon.

Sincerely,

Jessica Nguyen
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