

Dear Hiring Manager,

I am writing to express my interest in the part-time IT Support Intern position at the ACS Foundation, as advertised. With a strong educational background in Computer Science and hands-on experience in various programming languages and tools, I am eager to contribute my skills and knowledge to support the ACS Foundation's mission of advancing the IT and business professions through work-integrated learning and research scholarships.

As a final-year student pursuing a Bachelor of Computer Science at the University of Wollongong, I have acquired a GPA of 87.4/100 and have consistently ranked in the top 5% of my class, earning recognition on the Dean's Merit List and receiving the University Excellence Scholarship. My academic journey has equipped me with a solid foundation in programming languages such as Javascript, Java, HTML, CSS, and SQL, as well as proficiency in tools like Visual Studio Code, Github, and Rstudio.

I have practical experience in Microsoft Office 365 administration, a responsibility outlined in the ACS Foundation's role description. Moreover, my personal projects showcase my ability to design and develop user-friendly web applications, including a Music Band Website with responsive design and a Dream Air flight booking website with a user-friendly interface. These projects have honed my skills in web development and demonstrated my capacity to create smooth navigation and store user inputs.

In addition to my technical skills, I recently completed the Google Data Analytics Professional Certificate, issued by Google through Coursera. This intensive program equipped me with practical skills in data analysis using tools such as SQL, R, and Tableau. The acquired skills in cleaning, analyzing, and visualizing datasets, along with applying statistical concepts and machine learning models, align well with the responsibilities outlined in the ACS Foundation's role.

My proactive approach to learning is reflected in my participation in the Deloitte Technology Virtual Experience Program in 2023, where I gained valuable insights into technology-related challenges and solutions.

I am particularly drawn to the ACS Foundation's commitment to building Australia's future workforce through partnerships with leading universities and organizations. As a passionate and innovative individual, I am excited about the opportunity to contribute to the organization's objectives and further develop my skills in a professional setting.

Thank you for considering my application. I am enthusiastic about the prospect of contributing to the ACS Foundation and am confident that my educational background, technical skills, and eagerness to learn make me a strong candidate for the IT Support Intern position. I look forward to the possibility of discussing how my qualifications align with your team's needs in more detail.

Sincerely,

Lam Nguyen