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| **Your Name** | **Wei Xun** |
| **Title of the role you are applying to** | **Software Engineer** |
| **Company name/Employer** | Cognizant |

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| **Steps to Writing a Cover Letter** | **What do I need to do in this step?** *Add specifics tailored to the job using the description in the box on the left as a reminder* |
| **1. Organize & Research**  *Identify the job to which you are applying, determine who you are writing the letter to, why you are applying for the job, and which skills and experiences you would like to highlight* | I matches the criteria of having more then 4 years of experience. In java development. As well as I’m comfortable developing in java language. I enforce code quality in development utilizing sonarqube. |
| **Questions for Step 1:** | |
| Why am I applying for this job?  I have most of the required skillset. Which is mention in the job description. Automating build, test and deploy. Is interesting I would like to get my hands on it. Cognizant is a mnc consulting firm, I believe I will get opportunity to growth in technology. | |
| Which past skills and experiences make me qualified?  I had 4 years of experience doing back-end development in Java development with Accenture. I utilized spring and hibernate development. As well as using git repository for version control. | |
| What makes the company/employer unique and why do I want to work there?    Cognizant has a good working environment quoting from the core values “create condition for everyone to thrive”. | |
| To whom do I address the cover letter and where am I sending it? | |

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| **Process for Outlining Step 2:**  *Draft a formal letter tailored for the open position following a 3 paragraph guide to increase your chances for hire* | **Notes for Each Paragraph** |
| **Paragraph One**   * Names the position to which the person is applying * Summarizes own experience relevant to the position * Communicates strong interest in the position * Mentions a personal connection (if applicable) | I would like to apply for the software engineer role. Having 4 years of back-end development with Java in Accenture. Utilizing spring and hibernate framework.  I am interested in this role to know more about continuous integration and continuous deployment. |
| **Paragraph Two**   * Shows an understanding of the company/org * Elaborates on key experiences from the resume * Shares successes achieved in past jobs or school | I like to work for cognizant. Who creates an environment for everyone to strive in. As well as work life balance. Cognizant is located in 31 countries around the globe. |
| **Paragraph Three**   * Reiterates interest in the position * Restates aligned skills and experiences briefly * Suggests next steps in the application process * Include a fun fact about you--hobbies/pastimes, etc. (optional) * Thanks the reader |  |

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| **Steps to Writing a Cover Letter** | **What do I need to do in this step?** *Add specifics tailored to the job* |
| **3. Finalize & Send**  *Proofread your letter, ask a colleague or friend for feedback, follow instructions to submit* |  |
| **Questions for Step 3:** | |
| Who will I ask to give feedback and by when do they need to provide the feedback? | |
| How do I need to submit the letter and do I need any support in doing so? | |

**Other notes:**