#TIPS:

-> start out by making mention of something that is happening in the company  a news item, new development, software or change of management. Any number of items of information can be easy to discover by doing simple online searches.

State the reasons for your interest in the organization and the particular position. Use short and concise sentences with a positive feel.

Paragraph 1: State the position you are applying for and how you found it. State one characteristic of the company that you admire (shows you did some research). Describe your excitement to bring (2 skills) to the position. (2 enters)

Paragraph 2 (and an optional 3): Briefly give details concerning your background and experience. Provide one or two specific examples that illustrate the skills you mentioned in the opening paragraph. When providing examples, think numbers and accomplishments, showing what skills you will bring to their team/organization. Illustrate these skills with action statements reiterating what you express on your resume without redundantly repeating yourself. (2 enters)

Paragraph 3 (or 4): State that you are available for an interview or to further discuss your qualifications and give them a number to reach you. Describe any items you have enclosed. Re-assert your excitement to be considered for the position and thank them for their time. (2 enters

Rohan Maharjan

700 University Ave

Monroe, 71209

06/17/2017

Manager name

title

Software Company

Street name

City, zipt code

Dear [Manager name],

I’m impressed by Sonos one’s integration of Alexa . I am excited about the result when google assistant gets integrated to it. Sonos one cannot play music from Spotify with Alexa yet but it’s coming soon. The new look of Sonos one is has touch buttons similar to that on the play:5 and playbase. The sonos one might be able to work with apple’s airplay 2, so we’ll be able to tell siri on iphone or ipad to play music on my sonos system.

As an international student, I have connection with students from different countries. They all have different taste in music. Music should not only focus on American people but also internationals as large part of America constitutes people from different nationalities. The beats, the groove should be experimented and make it likable to as many people as possible. Hope this letter finds you in good health. I recently noticed a virtual software engineer intern position that OLE company promoted on JobSpot. While browsing the organization overview, I couldn’t help notice that your organization was committed to transforming many developing countries which included my country as well, Nepal. Looking at it, I have a strong desire to change Nepal and other countries that need skilled manpower. With my skills and knowledge base I would be able to help facilitate this process and with my ability to adapt to different situations I would be able to prepare for a variety of projects.

During my studies at University of Louisiana at Monroe, I had had the opportunity to hone my skills with tools like Java, HTML5, CSS, JavaScript, jQuery, Canvas, Visual Studio, C# and blender. Inside the classroom, I have committed myself to academic excellence. Outside of the classroom, I engage in extracurricular activities such as leading various student organization on -campus. I had the privilege of serving as the social media coordinator for international student association(ISA) at ULM which taught me a great deal of leadership skills over the years, and it has honed my experience in dealing and working with people from diverse backgrounds. I’ve further invested in developing my leadership skills by serving as the webmaster of Nepalese Student Association (NSA) at the University of Louisiana at Monroe (ULM). Furthermore, involving in Global Ambassador, where American and international students come together to help incoming international freshmen adjust to new environments, has helped me develop my social and communication skills. In addition, working in the Campus Activities Board has taught me various ways to organize an event and take leadership roles to make that event successful. All these experiences have added to my personal growth and professional development, while also helping me connect with students of different backgrounds of one team that function as an inclusive and supportive group.

I have enclosed my resume and would appreciate an opportunity to talk with you. Should you have any questions, please feel free to contact me. I look forward to hearing from you soon.

Sincerely,

Rohan Maharjan